ADDRESSEE UNKNOWN

If you send a message locally, MailMan will only allow you to enter or choose a valid user as a recipient. A valid user must have an Access Code and a mailbox, as shown below:

```
Subj: Test  [#1236951] 22 Oct 98 10:30  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'TEST' basket.   Page 1
-------------------------------------------------------------------------------
Test!

Enter message action (in TEST basket): IGNORE// f
Forward mail to: rosey

If ROSEYPINK,ROSEMARY is the person you're trying to address, you can't,
because ROSEYPINK,ROSEMARY doesn't have an access code.
Message addressees must have an access code and a mailbox.

Checking for MAIL NAME: ROSEY
Not a local user; checking Remote User Directory: ROSEY  Not found.
Forward mail to:
```

Figure 101: Notification of an Unknown Addressee (1)

Also, if you send a message to a remote recipient (e.g., someone on FORUM), MailMan cannot verify the remote user's name while you are addressing the message. If the user cannot be found on the remote system (e.g., invalid entry), MailMan will notify you with a message that your mail to that unknown addressee could not be delivered, as shown below:

```
Subj: Message not delivered to recipient  [#1227769] 04 Sep 98 09:02
7 lines
From: POSTMASTER  In 'IN' basket.   Page 1  *New*
-----------------------------------------------------------
Your message [#1227766]
SUBJECT: Sending a Message to an Invalid Remote User
was not delivered to xxxxxx@FORUM.VA.GOV.
The error message was:

Recipient not found
<XXXXXX@FORUM.VA.GOV>

Enter message action (in IN basket): IGNORE//
```
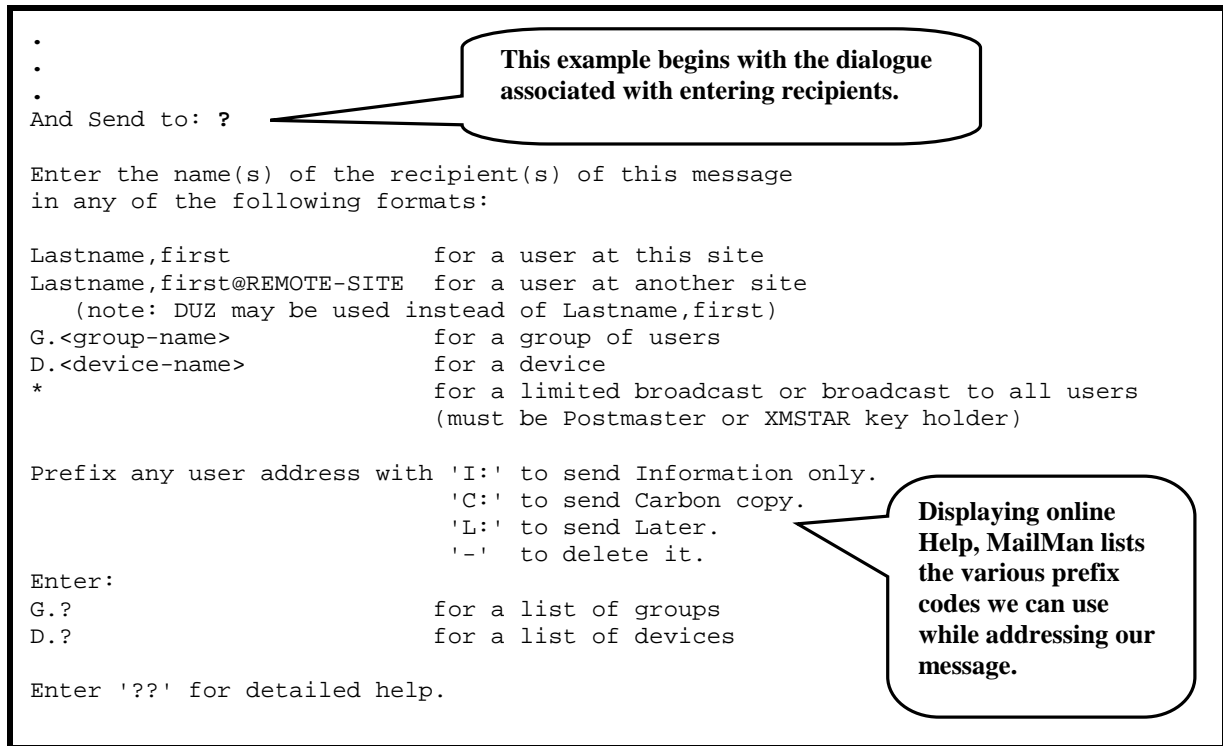
> **We previously tried to send a message addressed to this invalid user name on FORUM. MailMan notified us that our message could not be delivered.**

Figure 102: Notification of an Unknown Addressee (2)

RECIPIENT PREFIX CODES

MailMan also allows you to further customize how you send a message to individual recipients by using a variety of prefix codes. To display the list of prefix options, enter a question mark ("**?**") at the "And Send to:" prompt, as shown below:

```
.
.
.                          This example begins with the dialogue
                           associated with entering recipients.
And Send to: ?

Enter the name(s) of the recipient(s) of this message
in any of the following formats:

Lastname,first              for a user at this site
Lastname,first@REMOTE-SITE  for a user at another site
   (note: DUZ may be used instead of Lastname,first)
G.<group-name>              for a group of users
D.<device-name>             for a device
*                           for a limited broadcast or broadcast to all users
                            (must be Postmaster or XMSTAR key holder)

Prefix any user address with 'I:' to send Information only.
                             'C:' to send Carbon copy.        Displaying online
                             'L:' to send Later.              Help, MailMan lists
                             '-'  to delete it.               the various prefix
Enter:                                                        codes we can use
G.?                         for a list of groups              while addressing our
D.?                         for a list of devices             message.

Enter '??' for detailed help.
```

Figure 103: Recipient Prefix Codes

Each of the prefix options are briefly described below:

- **Information Only**—Send the message to an individual recipient as Information Only (i.e., "I:xxx," where "xxx" represents the recipient's name). Thus, the individual specified cannot reply to the message. However, other recipients on the message can still reply.

  Please note that designating a recipient as "Information Only" is a MailMan-specific capability that is not recognized by other non-MailMan systems. Therefore, any "I:xxx" designation is ignored when sending a message to a non-MailMan sytem (e.g., Microsoft Exchange or Outlook).
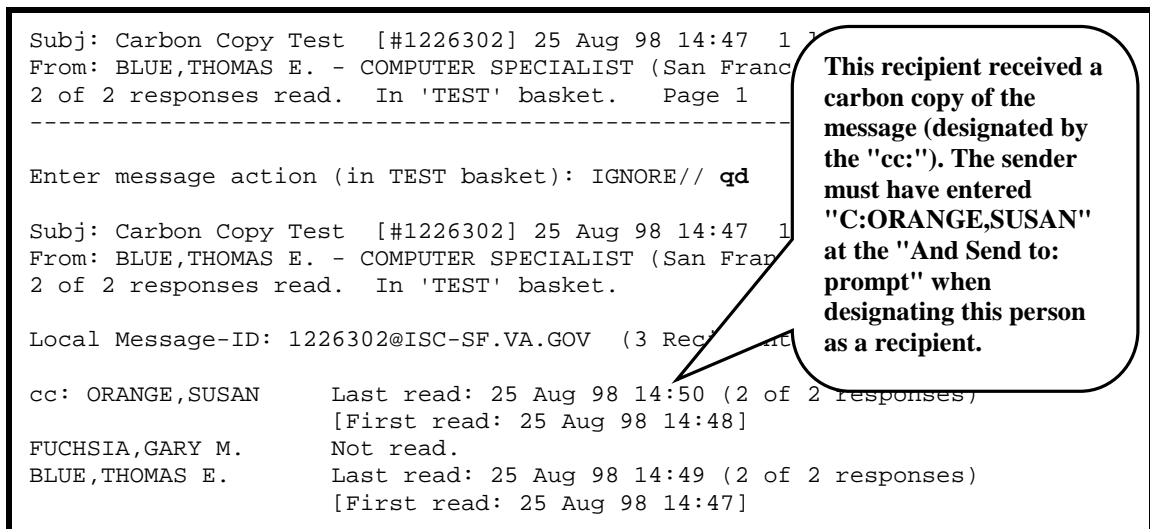
  For more information on sending a message Information Only, please refer to the "Information Only ('I') Action" topic that follows in this chapter.

- **Carbon Copy**—Send a carbon copy of the message to a recipient (i.e., "C:xxx," where "xxx" represents the recipient's name).

  This feature serves no other function than to highlight a recipient as receiving a carbon copy. The carbon copy recipient has the same capabilities as any other recipient to the message.

When doing a query on a message where a recipient was designated to receive a carbon copy, a "cc:" will precede their name, as shown below:

```
Subj: Carbon Copy Test  [#1226302] 25 Aug 98 14:47  1
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Franc
2 of 2 responses read.  In 'TEST' basket.   Page 1
----------------------------------------------------

Enter message action (in TEST basket): IGNORE// qd

Subj: Carbon Copy Test  [#1226302] 25 Aug 98 14:47  1
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Fran
2 of 2 responses read.  In 'TEST' basket.

Local Message-ID: 1226302@ISC-SF.VA.GOV  (3 Rec

cc: ORANGE,SUSAN     Last read: 25 Aug 98 14:50 (2 of 2 responses)
                     [First read: 25 Aug 98 14:48]
FUCHSIA,GARY M.      Not read.
BLUE,THOMAS E.       Last read: 25 Aug 98 14:49 (2 of 2 responses)
                     [First read: 25 Aug 98 14:47]
```

This recipient received a carbon copy of the message (designated by the "cc:"). The sender must have entered "C:ORANGE,SUSAN" at the "And Send to: prompt" when designating this person as a recipient.

Figure 104: Example Showing a Recipient Received a Carbon Copy of the Message

- **Staggered Delivery**—Send the message to a recipient at a future date and time (i.e., "L:xxx," where "xxx" represents the recipient's name).

  For more information on the Later prefix code, please refer to the "Later ('L:xxx') Prefix Code" topic that follows in this chapter.

- **Remove Recipient**—Remove (minus) a recipient from your list of recipients on a message before sending it (i.e., "-xxx," where "xxx" represents the recipient's name to be removed)

  For an example using this prefix, please refer to the "Edit Recipients ('ER') Action" topic and Figure 116 that follows in this chapter.

BROADCAST MESSAGES

Broadcast messages are messages sent to *all* local users or a *subset* of local users on MailMan. These messages are used to inform (notify) users of general events that affect or involve all or select local users on MailMan. For example:

- System Messages (e.g., system shutdown notices, new hardware and software installs).

- Personnel Annoucements (e.g., new policies and procedures, open season for health/life insurance changes, holiday and leave information).

- General Public Annoucements (e.g., VA Secretary's daily message, VA-wide conference information)

- Site-specific Announcements (e.g., building alerts, local training sessions and seminars)

Users authorized to send Broadcast messages to *all* local MailMan users include:

- The Postmaster.

- Any holder of the XMSTAR security key.

Broadcast messages sent to all MailMan local users are automatically sent as "Information Only" (i.e., prevents all recipients from replying to the message).

In addition to Broadcast messages to *all* local users, MailMan Patch XM*7.1*107 provided the capability that allows an authorized user to send "Limited" Broadcast messages to a *subset* of local users. A subset of local users might include all users who have a certain primary menu, users who belong to a certain division, users who hold a specific security key, or any other way that users in the NEW PERSON file (#200) might be categorized and specified by a site's IRM.

For more information on the broadcast categories, please refer to the "Broadcast Messages to a Subset of Users—LIMITED BROADCAST Multiple Field" topic in the "Managing MailMan" section in the "MailMan V. 7.1 & Patch 50 Technical Manual."

Users authorized to send Limited Broadcast messages to a *subset* of local MailMan users include:

- The Postmaster.

- Any holder of the XMSTAR security key.

- Any holder of the XMSTAR LIMITED security key.

However, unlike Broadcast messages, Local Broadcast messages are *not* automatically "Information Only" (i.e., prevents all recipients from replying to your message). However, prior to transmission of a Limited Broadcast message, the sender can toggle the message as "Information Only."

For more information on the Information Only Toggle, please refer to the "Information Only ('IN') Action (Toggle)" topic that follows in this chapter.

Sending a Broadcast Message When You Hold the XMSTAR Security Key

If you hold the XMSTAR security key, MailMan lets you send both "limited" and "regular" broadcast-type messages, as shown in the following examples (Figure 104a and Figure 104c).

Broadcast Message to *All* Local Users

The following example illustrates sending a general Broadcast message to *all* local MailMan users. For this example the sender holds the XMSTAR security key:

```
Select MailMan Menu Option: sml <RET>   Send a Message

Subject: Test All Broadcast
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=========< Test All Broadcast >
I'm sending a Test Broadcast message to all users.

<=======T=======T=======T=======T=======T===

Send mail to: BLUE,THOM// ?

Enter the recipient(s) of this message in any of the following formats:

Lastname,first              for a user at this site
Lastname,first@REMOTE-SITE  for a user at another site
  (note: DUZ may be used, instead of Lastname,first for local or remote users)
G.<group-name>              for a mail group
D.<device-name>             for a device
*                           for a limited broadcast or broadcast to all users
                            (must be Postmaster or XMSTAR key holder)

Prefix any user address with 'I:' to send Information only.
                            'C:' to send Carbon Copy.
                            'L:' to send Later.
                            '-'  to delete it.
Enter:
G.?                         for a list of mail groups
D.?                         for a list of devices

Enter '??' for detailed help.

Send mail to: BLUE,THOM// *

     Select one of the following:

         B          Broadcast to all local users
         L          Limited broadcast to local users

Broadcast type: Broadcast to all local users// B <RET>  Broadcast to all local
users (Broadcast to all local users)
And Send to: <RET>

Select Message option: Transmit now// <RET> Sending [100897]
  Sent
```

Callout (pointing to "?" at "Send mail to: BLUE,THOM// ?"): **After composing our message and entering a question mark at the recipient prompt ("Send Mail to:"), we see we need to enter an asterisk ("*") in order to send a broadcast – type message.**

Callout (pointing to "*" at "Send mail to: BLUE,THOM// *"): **Based on the format choices, we entered an asterisk in order to send a Broadcast message.**

Callout: **If you only held the XMSTAR LIMITED security key, you would not be given the choices shown.**

Callout: **We chose to send a "regular" Broadcast message to *all* users.**

Figure 104a: Sending a Broadcast Message to All Local Users

As you can see in the previous example (Figure 104a), as holders of the XMSTAR security key, we wanted to send a broadcast-type message to all local MailMan users. Thus, we first used the Send a Message option to compose our message to be broadcast.

After composing our message, MailMan asked us to choose the recipients. We first entered a question mark ("**?**") after the "Send mail to: BLUE,THOM//" prompt in order to see all the valid types of recipient formats. MailMan displayed the choices; you can see that in order to send any type of Broadcast message that we need to enter an asterisk ("*****"). Thus, since we wanted to send (broadcast) this message to *all* users, we entered an asterisk after the "Send mail to: BLUE,THOM//" prompt.

Because we hold the XMSTAR security key (in this example), MailMan gave us the option to broadcast the message to *all* users or a *subset* of local users (i.e., a Limited Broadcast). Again, we wanted to broadcast to *all* users, so we entered a "**B**" (Broadcast to all local users) after the "Broadcast type: Broadcast to all local users//" prompt. We also could have pressed the Enter/Return key to accept the default of "**Broadcast to all local users**."

MailMan knew we were done addressing the message when we pressed the Enter/Return key at the "And Send to:" prompt without entering a name.

To transmit the Broadcast message, we pressed the Enter/Return key at the "Select Message option: Transmit now//" prompt. MailMan then sent our Broadcast message to all local users, automatically making it "Information Only."

To verify that the Broadcast message was automatically sent as "Information Only," without any intervention by us (the sender), we opened the message and did a query, as shown below:

```
Subj: Test All Broadcast  [#100897] 02 May 00 11:32  1 line
From: BLUE,THOM (SF CIOFO)  In 'IN' basket.   Page 1
--------------------------------------------------------------------------------
I'm sending a Test Broadcast message to all users.

Enter message action (in IN basket): Ignore// Q

Subj: Test All Broadcast  [#100897] 02 May 00 11:32  1 line
From: BLUE,THOM (SF CIOFO)  In 'IN' basket.

Local Message-ID: 100897@MAILMAN.CIOFO-SF.MED.VA.GOV (2 recipients)
 'Information only' for all recipients.

This message was addressed as follows:

* (Broadcast to all local users)

Enter message action (in IN basket): Ignore//
```

Here we did a Query ("Q") on the Broadcast message. You'll notice that the message was sent as "Information Only."

Figure 104b: Verifying that the Broadcast Message was Sent Information Only

After reading the message (Figure 104b, originally created in Figure 104a), we entered a "**Q**" (Query) after the "Enter message action (in IN basket): Ignore//" prompt in order to confirm that this Broadcast message was sent to all users as "Information Only." MailMan conmfirmed this by displaying

"**'Information only' for all recipients**" and "*** (Broadcast to all local users)**" after displaying the message information.

For more information on the Query action code, please refer to Table 3 and the "Query ("Q") Action" topic in Chapter 3 in this manual.

Limited Broadcast to a *Subset* of Local Users

The following example illustrates sending a Limited Broadcast message to a *subset* of local MailMan users. For this example the sender holds the XMSTAR security key:

```
Select MailMan Menu Option: sml <RET>  Send a Message
Subject: Test Limited Broadcast
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]===========< Test Broadcast >==========[ <PF1>H=Help ]====
Announcement to all holders of the XMSTAR LIMITED key.


<=======T=======T=======T=======T=======T=                            =T=======T>======

Send mail to: BLUE,THOM// *

      Select one of the following:

         B          Broadcast to all local users
         L          Limited broadcast to local users

Broadcast type: Broadcast to all local users// L <RET>  Limited broadcast to
local users
Select LIMITED BROADCAST: ?
 Answer with LIMITED BROADCAST
Choose from:
   DIVISION
   KEY
   PRIMARY MENU
   SERVICE/SECTION

Select LIMITED BROADCAST: key <RET>
Select Limited Broadcast KEY: XMSTAR LIMITED
Limited broadcast recipients:

BLUE,THOM
And Send to: <RET>

Select Message option: Transmit now// <RET> Sending [100895]...
  Sent
```

We entered an asterisk in order to send a Broadcast message.

We chose to send a "Limited" Broadcast message.

We wanted this "Limited" Broadcast message sent only to users who hold the XMSTAR LIMITED security key.

Figure 104c: Sending a Limited Broadcast Message

As you can see in this example (Figure 104c), as holders of the XMSTAR security key, we wanted to send a Limited Broadcast message to a subset of local MailMan users. Thus, we first used the Send a Message option to compose our message to be broadcast.

After composing our message, MailMan asked us to choose the recipients. Since we wanted to send a Limited Broadcast message to a *subset* of local users, we entered an asterisk after the "Send mail to: BLUE,THOM//" prompt.

Because we hold the XMSTAR security key (in this example), MailMan gave us the option to broadcast the message to *all* users or a *subset* of local users (i.e., a Limited Broadcast). Again, we wanted to broadcast to a *subset* of users, so we entered an "**L**" (Limited broadcast to local users) after the "Broadcast type: Broadcast to all local users//" prompt.

> *If we only held the XMSTAR LIMITED security key, MailMan would not have given us the choice to send a Broadcast message to all local users. It would have chosen "**L**" (Limited broadcast to local users) for us.*

MailMan knew we were done addressing the message when we pressed the Enter/Return key at the "And Send to:" prompt without entering a name.

To transmit the Broadcast message, we pressed the Enter/Return key at the "Select Message option: Transmit now//" prompt. MailMan then sent our Broadcast message to all local users.

> *Unlike the Broadcast message to all local users, if you want a Limited Broadcast message to be "Information Only" you have to specify it yourself.*

To verify the address information for the Limited Broadcast message, we opened the message and did a query, as shown below:

```
Subj: Test Limited Broadcast  [#100895] 10 May 00 15:53  1 line
From: BLUE,THOM (SF CIOFO)  In 'IN' basket.   Page 1
------------------------------------------------------------------------------
Announcement to all holders of the XMSTAR LIMITED key.

Enter message action (in IN basket): Ignore// Q

Subj: Test Limited Broadcast  [#100895] 10 May 00 15:53  1 line
From: BLUE,THOM (SF CIOFO)  In 'IN' basket.

Local Message-ID: 100895@MAILMAN.CIOFO-SF.MED.VA.GOV (2 recipients)

This message was addressed as follows:          The three components of the address
                                                for a Limited Broadcast message
*;KEY;XMSTAR LIMITED                             (separated by semi-colons).

Enter message action (in IN basket): Ignore//
```

Figure 104d: Querying a Limited Broadcast Message

After reading the Limited Broadcast message (Figure 104d, originally created in Figure 104c), we entered a "**Q**" (Query) after the "Enter message action (in IN basket): Ignore//" prompt in order to display the address information for this message. As you can see, MailMan indicated that this was a Limited Broadcast message by displaying the three componets of the address separated by semicolons (i.e., "***;KEY;XMSTAR LIMITED**"). The three componets indicate the following:

- *** (Asterisk)**—This is a broadcast-type message.

- **KEY**—The message is limited to local users that hold a specific security key.

- **XMSTAR LIMITED**—The message is limited to local users that hold the XMSTAR LIMITED security key.

Compare this query with the query done for the Broadcast message sent to all local users (i.e., Figure 104b).

For more information on the Query action code, please refer to Table 3 and the "Query ("Q") Action" topic in Chapter 3 in this manual.

Trying to Send a Broadcast Message When You Don't Hold the Proper Security Keys

The following example illustrates what happens when you try sending any type of Broadcast message (i.e., Broadcast or Limited Broadcast) when you (the sender) don't hold the proper security keys (i.e., XMSTAR or XMSTAR LIMITED):

```
Select MailMan Menu Option: sml <RET>  Send a Message
Subject: Test Broadcast, No Key
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]========< Test Broadcast No Key >======[ <PF1>H=Help ]====
Test sending a Broadcast message without holding the proper security keys.


<=======T=======T=======T=======T=======T=======T=======T=======T=======T>======


Send mail to: BLUE,THOM// *
Only the Postmaster or XMSTAR key holders may broadcast messages.
Send mail to: BLUE,THOM// ^
Shall we forget the whole thing? No// y <RET>  YES
```

Figure 104e: Trying to Send a Broadcast Message Without Holding the Proper Security Keys

In this example (Figure 104e), since we do not hold the XMSTAR or XMSTAR LIMITED security keys, MailMan will *not* let us send a broadcast-type message of any kind, as evidenced by MailMan's response when we enter an asterisk ("*****") at the "Send mail to: BLUE,THOM// " prompt.

Delivery Options—Immediately, Deferred, and/or Staggered

Besides sending a message immediately (Transmit Now), MailMan V. 7.1 with Patch 50 allows you to send messages at different dates and times per recipient or per message. You can do any of the following:

- **Transmit Now (default)**—Using the Transmit Now action code, you can send the message to all recipients immediately.

  For more information on the Transmit Now action code, please refer to the "Transmit Now ('T') Action" topic that follows in this chapter.

- **Deferred Send**—Using the Transmit Later action code, you can specify a later delivery date and time (up to one year into the future) of a message for *all* recipients.

  For more information on the Transmit Later action code, please refer to the "Transmit Later ('L') Action" topic that follows in this chapter.

- **Staggered Delivery**—Using the Later prefix code, you can specify a different, later delivery date and time (from at least five minutes up to one month into the future) of a message for *each* recipient.

  For more information on the Later prefix code, please refer to the "Later ('L:xxx') Prefix Code" topic that follows in this chapter.

LATER ("L:XXX") PREFIX CODE

The "L:xxx" prefix code (where "xxx" represents the recipient's name) is an additional prefix code introduced with MailMan V. 7.1 with Patch 50. It allows you to individually enter a specific delivery date and time (from at least five minutes into the future up to one month) for each recipient of a message. You can use this prefix code in conjunction with either the Transmit Now (send the message immediately) or the Deferred Send (send the message later) action codes.

For example, if you want a few recipients from the list of the recipients of your message to receive the message at a much later date and time, you could first use the staggered delivery function to specify the later delivery date and time for those specific recipients and then send the message using either the Transmit Now or Deferred Send action codes.

After the message with staggered delivery dates and times has been sent, and *before* it has been delivered to the staggered recipients, doing a query on the message will show the intended delivery dates and times for those recipients.

After the message with staggered delivery dates and times has actually been delivered to the recipients, doing a query on the message will indicate that the message was "forwarded" to the recipients.

Here's a tip—It could be helpful to use staggered delivery of a message when working on a project or task that must be done in several steps and a different person must perform each step. You could send a message out to all the participants (recipients), staggering the delivery for each person so that they only receive the message when it was time for them to perform their step (after the previous person should have accomplished the prerequisite step). Finally, you could also later the message to yourself to be made new for you after the last step is completed. That way you could verify that all steps have been completed and the project is done.

As with other prefix codes, you specify this when entering the recipient at the "And Send to:" prompt, as shown below:

```
Select MailMan Menu Option: sml <RET>  Send a Message
Subject: Staggered Delivery Test
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]===< Another Late Delivery Test, Pl >==[ <PF1>H=Help ]====
Testing a message with staggered delivery dates.



<======T=======T=======T=======T=======T=======T=======T=======T=======T=>=====T


Send mail to: BLUE,THOMAS E.// ?

Enter the name(s) of the recipient(s) of this message
in any of the following formats:

Lastname,first             for a user at this site
Lastname,first@REMOTE-SITE  for a user at another site
   (note: DUZ may be used instead of Lastname,first)
G.<group-name>             for a group of users
D.<device-name>            for a device
*                          for a limited broadcast or broadcast to all users
                           (must be Postmaster or XMSTAR ke

Prefix any user address with 'I:' to send Information only.
                            'C:' to send Carbon copy.
                            'L:' to send Later.
                            '-'  to delete it.
Enter:
G.?                        for a list of groups
D.?                        for a list of devices

Enter '??' for detailed help.

Send mail to: BLUE,THOMAS E.// l:blue,THOMAS E.
Select basket to send to: IN// <RET>

Later Delivery must be at least 5 minutes from now.
When Later:  (8/26/98 - 9/26/98): 26 Aug 98@08:05// 8/27/98@8:00a <RET> (AUG 27,
1998@08:00)
```

> **After entering a question mark, MailMan displays the Help available when addressing mail.**

> **These are the available prefix codes, we will demonstrate the Later prefix below.**

> **Here we've "latered" the message to ourselves. It will be made new again on 8/27/98 at 8:00 a.m.**

Figure 105: Staggering the Delivery of a Message for Each Recipient

Figure 105 (continued):

> **Now we're "latering" the message to each recipient. You can enter any valid VA FileMan date and time. Enter a question mark here to see valid entries.**

```
And Send to: l:fuchsiA,GARY M.     (DUZ 9999) INFORMATION
      Last used MailMan: 26 Aug 98 06:46
          If wishes were horses, beggars would ride.

Later Delivery must be at least 5 minutes from now.
When Later:  (8/26/98 - 9/26/98): 26 Aug 98@08:06// 8/27/98@6:00a <RET> (AUG 27,
1998@06:00)
And Send to: L:mageNTA,MICHAL     (DUZ 8888) INFORMATION SYSTEMS CENTER
      Last used MailMan: 26 Aug 98 06:30
          The closer I get to my goal, the better my chance of discovering what
it is.     Ashley Brilliant

Later Delivery must be at least 5 minutes from now.
When Later:  (8/26/98 - 9/26/98): 26 Aug 98@08:07// 8/27/98@7:00a <RET> (AUG 27,
1998@07:00)
And Send to: <RET>

Select Message option:  Transmit now// <RET>
  Sending [1226401]    Sent
```

> **We are sending the message now, however, it won't be delivered to Michal or Gary untill later. It will be delivered to us immediately.**

Figure 105: Staggering the Delivery of a Message for Each Recipient (continued)

As you can see from the previous example (Figure 105), during the addressing of our message, we first entered a question mark ("**?**") at the "Send mail to: BLUE,THOMAS E.//" prompt in order to display the Help information for this prompt. MailMan indicated the valid name information and also displayed the prefix codes we could use. We decided to stagger the delivery of this message to each recipient, including ourselves, using the "Later" prefix code prior to the recipients name (i.e., "**L:**" prefix).

We decided to "later" the message in our "IN" mail basket by first entering "**l:blue**" at the "Send mail to: BLUE,THOMAS E.//" prompt.

We accepted the default basket (i.e., "**IN**") by pressing the Enter/Return key at the "Select basket to send to: IN//" prompt. Besides this "later" message, it will also be delivered to our "IN" basket immediately, as usual.

MailMan then prompted us to enter the "Later" date and time to deliver the message to ourselves (i.e., make *New* again). We entered "**8/27/98@8:00a**" at the "When Later: (8/26/98 - 9/26/98): 26 Aug 98@08:05//" prompt and MailMan redisplayed the full date to us (i.e., "AUG 27, 1998@08:00"). The default response will be five minutes into the future.

ⓘ *MailMan will not actually send another copy of the message to us but will make the message New again on 8/27/98 at 8:00 a.m. If we have deleted it, MailMan will redeliver it.*

For our first recipient (i.e., FUCHSIA,GARY M.), we wanted to send the message on 8/27/98 at 6:00 a.m. To do this we entered "**l:fuchsi**" at the "And Send to:" prompt.

MailMan then prompted us to enter the "Later" date and time to deliver the message to this recipient. We entered "**8/27/98@6:00a**" at the "When Later: (8/26/98 - 9/26/98): 26 Aug 98@08:06//" prompt and MailMan redisplayed the full date to us (i.e., "AUG 27, 1998@06:00").

For our second recipient (i.e., MAGENTA,MICHAL), we wanted to send the message on 8/27/98 at 7:00 a.m. To do this we entered "**L:mage**" after the next "And Send to:" prompt. Again MailMan found the user and displayed the rest of her name to us.

MailMan then prompted us to enter the "Later" date and time to deliver the message to this recipient. We entered "**8/27:98@7:00a**" at the "When Later: (8/26/98 - 9/26/98): 26 Aug 98@08:07//" prompt and MailMan redisplayed the full date to us (i.e., "AUG 27, 1998@07:00").

Even though MailMan indicates the message had been sent, it will *not* be delivered to the recipients with staggered delivery dates until the prescribed date and time is reached.
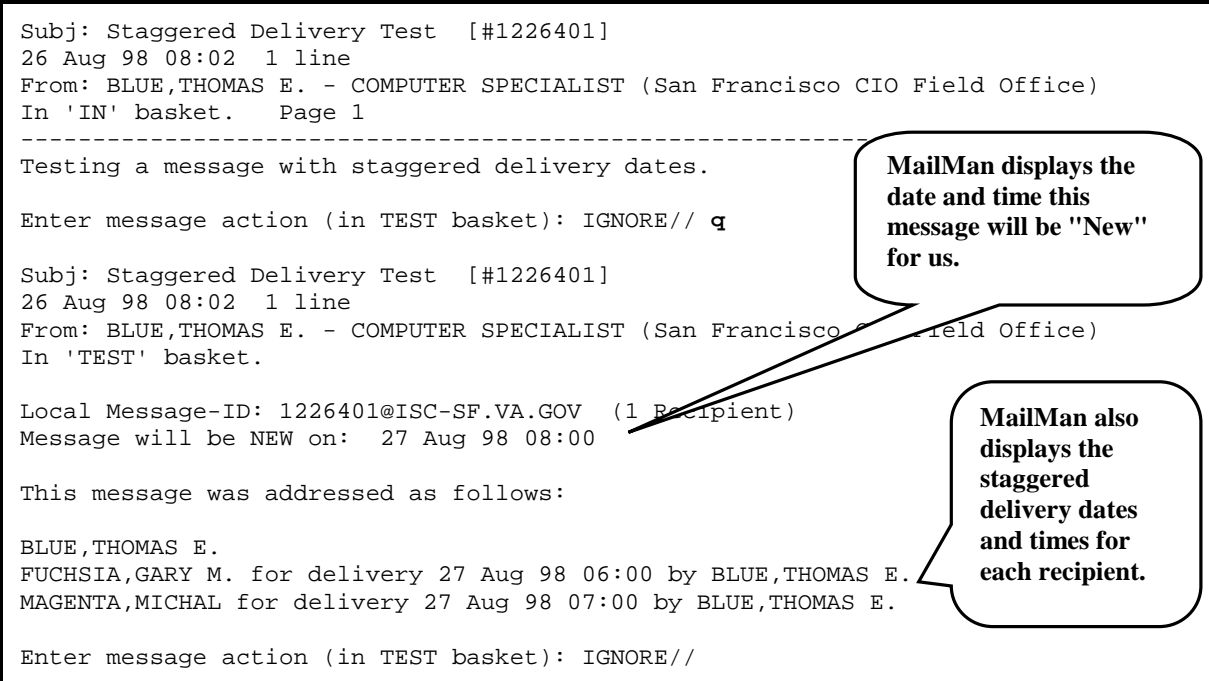
In all cases, MailMan only allowed us to project a date within a prescribed period of time (from five minutes to one month in the future). For this example, we could send the message from 8/26/98 (the date we were sending the message, at least five minutes into the future) through 9/26/98.

MailMan will deliver the message to the recipients at the specified dates and times indicated below:

Recipient Name	Delivery Date & Time (Staggered)
BLUE,THOMAS E. (Sender)	August 26, 1998, immediately
BLUE,THOMAS E. (Sender)	August 27, 1998 at 8:00 a.m. (as New)
FUCHSIA,GARY M.	August 27, 1998 at 6:00 a.m.
MAGENTA,MICHAL	August 27, 1998 at 7:00 a.m.

Doing a Query ("Q") on a message with staggered delivery shows the following information:

```
Subj: Staggered Delivery Test  [#1226401]
26 Aug 98 08:02  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'IN' basket.   Page 1
-----------------------------------------------------------
Testing a message with staggered delivery dates.

Enter message action (in TEST basket): IGNORE// q

Subj: Staggered Delivery Test  [#1226401]
26 Aug 98 08:02  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco C  Field Office)
In 'TEST' basket.

Local Message-ID: 1226401@ISC-SF.VA.GOV  (1 Recipient)
Message will be NEW on:  27 Aug 98 08:00

This message was addressed as follows:

BLUE,THOMAS E.
FUCHSIA,GARY M. for delivery 27 Aug 98 06:00 by BLUE,THOMAS E.
MAGENTA,MICHAL for delivery 27 Aug 98 07:00 by BLUE,THOMAS E.

Enter message action (in TEST basket): IGNORE//
```

MailMan displays the date and time this message will be "New" for us.

MailMan also displays the staggered delivery dates and times for each recipient.

Figure 106: Doing a Query on a Message with Staggered Delivery

For more information on the Query action code, please refer to Table 3 and the "Query ('Q') Action" topic in Chapter3 in this manual.

Doing a Query Detailed ("QD") on the message with staggered delivery, before the message is delivered to the recipients, shows the following information:

```
Subj: Staggered Delivery Test  [#1226401]
26 Aug 98 08:02  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO
In 'IN' basket.   Page 1
------------------------------------------------------------
Testing a message with staggered delivery dates.

Enter message action (in TEST basket): IGNORE// qd

Subj: Staggered Delivery Test  [#1226401]
26 Aug 98 08:02  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco C
In 'IN' basket.

Local Message-ID: 1226401@ISC-SF.VA.GOV  (1 Recipient)

BLUE,THOMAS E.      Last read: 26 Aug 98 08:02 [First read: 26 Aug 98 08:02]

Enter message action (in TEST basket): IGNORE//
```

Before the delivery date and time and using the Query Detailed action code, MailMan only displays information on us (sender) because the message hasn't been delivered to the other recipients yet.

Figure 107: Doing a Query Detail on a Message with Staggered Delivery (1)

Doing another Query Detailed ("QD") on the message with staggered delivery, after the message has been delivered to the recipients, shows the following:

After the delivery date and time and using the Query Detailed action code, MailMan now displays information on us (sender) and the other recipients. Also, notice that the message shows it was "Forwarded by:" us to each recipient.

```
Subj: Staggered Delivery Test  [#1226401]
26 Aug 98 08:02  2 lines
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CI
In 'IN' basket.

Local Message-ID: 1226401@ISC-SF.VA.GOV  (3 Recipients)

FUCHSIA,GARY M.     Last read: 27 Aug 98 06:38 [First read: 27 Aug 98 06:38]
                    Forwarded by: BLUE,THOMAS E. 27 Aug 98 06:00
MAGENTA,MICHAL      Not read. Forwarded by: BLUE,THOMAS E. 27 Aug 98 07:00
BLUE,THOMAS E.      Last read: 27 Aug 98 08:49 [First read: 26 Aug 98 08:02]

Enter message action (in TEST basket): IGNORE//
```
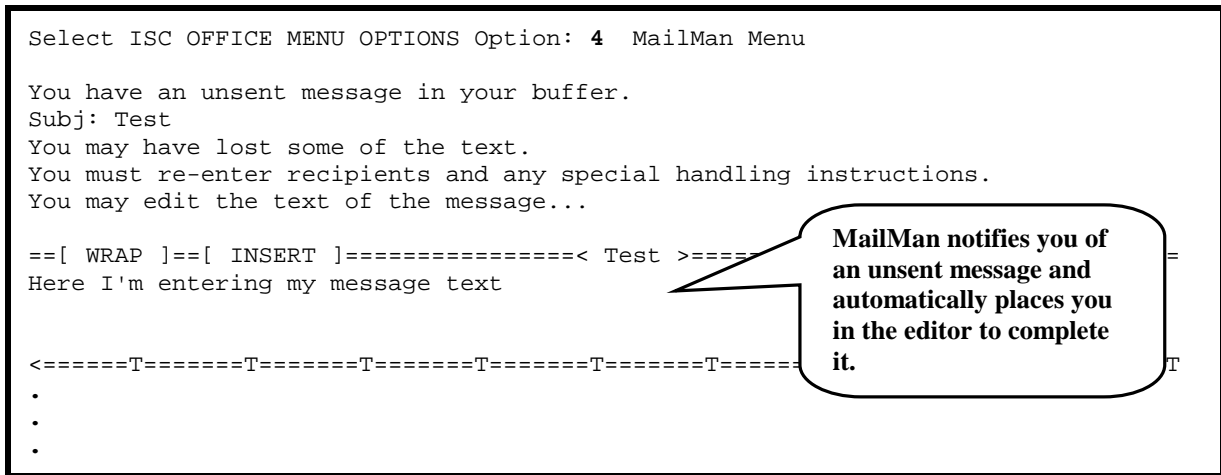
Figure 108: Doing a Query Detail on a Message with Staggered Delivery (2)

For more information on the Query Detailed action code, please refer to Table 3 and the "Query Detailed ('QD') Action" topic in Chapter 3 in this manual.

Completing an Interrupted Message

If you are in the middle of composing or addressing a message and are inadvertently logged off the system, MailMan will automatically place you back into your editor to complete the message when you re-enter MailMan, as shown below:

```
Select ISC OFFICE MENU OPTIONS Option: 4  MailMan Menu

You have an unsent message in your buffer.
Subj: Test
You may have lost some of the text.
You must re-enter recipients and any special handling instructions.
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]================< Test >=====
Here I'm entering my message text


<======T=======T=======T=======T=======T=======T======
 .
 .
 .
```

> **MailMan notifies you of an unsent message and automatically places you in the editor to complete it.**

Figure 109: MailMan Notifies You When You Have an Unsent Message

Before the main MailMan Menu is displayed, MailMan will inform you about any unsent message and automatically place you into your editor where you can complete your message as usual.

Sending Mail Using the P-MESSAGE Device

Rather than printing information (e.g., a report or listing) to the screen or a printer, the P-MESSAGE device can be used to send a mail message to yourself and/or others that contains the information.

For example, you may want to keep a copy of a report by sending it to yourself in a mail message by directing the report to the P-MESSAGE device, as shown below:

```
Select MailMan Menu Option: other MailMan Functions

          Report on Later'd Messages                    Here we've chosen to print our
          Change/Delete Later'd Messages                report to the P-MESSAGE
          Mailbox Contents List                         device.

Select Other MailMan Functions Option: report on Later'd Messages
DEVICE: HOME// p-message <RET> P-MESSAGE-HFS   HFS FILE=>MESSAGE

Moving text to MailMan message... (Creating now)       MailMan creates a new
Subject: Latered Messages Report as of 2/11/99          message to contain the report
.                                                       and asks us to enter a subject.
End of file reached

      Select one of the following:

                                                  MailMan lets us choose if we want the
          M           Me                          message to be from us or the
          P           Postmaster                  POSTMASTER. Here we've displayed the
                                                  Help to explain the difference.
From whom: Me// ?

Answer 'Me' if the message should be from you.
If you send this to yourself, it will not be delivered new to you,
but you will be able to edit it, if you don't send it to anyone else.

Answer 'Postmaster' if the message should be from the Postmaster.
If you send this to yourself, it will be delivered new to you,
but you will not be able to edit it.

      Select one of the following:

                                                  In this case, we chose to have
          M           Me                          the message come from the
          P           Postmaster                  POSTMASTER.

From whom: Me// post <RET>  Postmaster
Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: <RET>
Message subject: Latered Messages Report as of 10/21/98, Message number: 1236565
```

Figure 110: Using the P-MESSAGE Device

For this example (Figure 110), we wanted to print a report on "latered" messages to an e-mail message that we would send to ourselves.

After choosing the Report on Later'd Messages option on the Other MailMan Functions menu, we chose to print the report to the P-MESSAGE device by entering "**P-MESSAGE**" at the "DEVICE: HOME//" prompt.

When printing to the P-MESSAGE device, MailMan prompted us to enter a subject for the message that would contain the report. In this case, we entered "**Latered Messages Report as of 2/11/99**" at the "Subject:" prompt.

MailMan gives you the choice of having the message come from yourself or the Postmaster, in this case, the default is to have messages sent to the P-MESSAGE device come from us (i.e., "Me"). Since we did *not* need to edit the message, we had it come from the Postmaster by entering "**post**" (i.e., Postmaster) after the "From whom: Me//" prompt. Thus, it would appear as "new" in our mailbox.

Also, we chose to only address the message to ourselves. When the addressing was complete, MailMan indicated that the message had been sent.

You can use the User Options Edit option to set the P-MESSAGE FROM field default value. For more information on the P-MESSAGE FROM field, please refer to the "P-MESSAGE From" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."

When we look at this message we would see that it came from the Postmaster rather than ourselves, as shown below:

```
Subj: Latered Messages Report as of 2/11/98  [#1236565] 11 Feb 99 07:28  4 lines
From: POSTMASTER  In 'IN' basket.   Page 1   *New*
-------------------------------------------------------------------------------
Later'd Messages Report for: BLUE,THOMAS E.                       Page: 1
Date                Basket      Message  Subject

-------------------------------------------------------------------------------
Jul 03, 1999        TEST         1229871  test 2

Enter message action (in IN basket): IGNORE//
```

Figure 111: Sample Report Printed to the P-MESSAGE Device

Because the message came from the Postmaster, it was flagged as "new." Thus, we knew when it had been delivered.

For more information on the Other MailMan Functions and Report on Later'd Messages options, please refer to Chapter 10 in this manual.

Here's a tip—Let's say you're viewing a laboratory report online and want to show it to several other people. Rather than printing the report, photocopying it, and distributing it to all of the other people yourself, print the report to P-MESSAGE and let MailMan copy and distribute the report automatically via a mail message.

Action Codes—Sending Messages

The following table lists *all* of the possible actions that you can perform when sending a message. Some of these codes were introduced with MailMan V. 7.1 with Patch 50. Also, some actions are not "new" but they may be associated with a new action code or a previous action code is now used for a different action with Patch 50:

Action Code	Action Description
B	Backup—Back up to review the message you were just editing before you send it.
C	Confidential Toggle—Toggle whether or not a message can only be read by the designated recipient and *not* their surrogate(s), depending on the current setting. (*This action code was changed with Patch 50.*)
D	Delivery Basket Set—Specify the delivery basket to send the message for all recipients. However, each recipient controls how they actually will receive the mail. (*This is action code was created with Patch 50.*)
ER	Edit Recipients—Edit just the recipients of your message. (*This action code was created with Patch 50.*)
ES	Edit Subject—Edit just the text in the subject of your message. (*This action code was created with Patch 50.*)
ET	Edit Text—Edit just the text in the body of your message. (*This action code was created with Patch 50.*)
I	Information Only Toggle—Toggle whether or not a message prevents recipients from replying, depending on the current setting. (*This action code was created with Patch 50.*)
L	Transmit later—Send your message to all addressees at a specified date and time. (*This is action code was created with Patch 50.*)
NS	Network Signature—Append a Network Signature to the text of your message. (*This action code was created with Patch XM*7.1*110.*)
P	Priority Delivery Toggle—Toggle whether or not a message is sent as priority mail, depending on the current setting.
R	Confirm Receipt Toggle—Toggle whether or not a message will send you a notification message when a recipient has opened your message, depending on the current setting. (*This action code was created with Patch 50.*)

Table 4: Action Codes—Sending Messages

Table 4 (continued):

Action Code	Action Description
S	Scramble Text With Password—Scrambles your message text when passing sensitive or private information. Recipient(s) *must* be given a "Scramble Hint" to decipher the password to unscramble and read the message.
T	Transmit Now—Immediately send your message to all addressees.
V	Vaporize date set—Automatically set your message for deletion from all recipients' mailboxes at a specified date and time. However, recipients can edit this date for themselves. (*This action code was created with Patch 50.*)
X	Closed Message Toggle—Toggle whether or not a message prevents recipients from forwarding your message, depending on the current setting. (*This action code was created with Patch 50.*)
^	Up-arrow ("**^**" Shift-6 key on most keyboards)—Cancel your message before sending it. (Available at any prompt during the send process.)

Table 4: Action Codes—Sending Messages (continued)

Each action code is described in greater detail below.

Backup ("B") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Backup action code (i.e., "B") to review a message before you send it.

To review a message (i.e., back up) before sending it, enter a "**B**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option:  Transmit now// B <RET>  Backup to review message

Subj: Sending a Message  [#1224707]   1 line
From:   In '' basket.   Page 1
--------------------------------------------------------------------------
Here I am composing a message to send to several recipients as a test.

Select Message option:  Transmit now//
```

Figure 112: Reviewing a Message Before Sending It

In this example (Figure 112), we entered a "**B**" at the "Select Message option: Transmit now//" prompt. MailMan immediately backed up to the top of our message, including the message header. You'll notice the message header is not complete. The "From:" portion of the header is missing the basket and sender's name, because this message hasn't been sent yet.

After completing the backup action (reviewing the message), MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it (e.g., edit the text, edit the subject, or edit the recipients, make it a priority message, etc.).

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

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Confidential ("C") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Confidential action code (i.e., "C") to only allow the designated recipient(s) and *not* their surrogate(s) to read the message you are sending. This is a toggle action code. If you enter "C" again, the message will no longer be confidential.

The "C" *action code* is *not* new. However, the *action* associated with it is new with Patch 50. Prior to Patch 50, the "C" action code was used to confirm if a message had been read, now the "C" action code will make your message confidential.

For more information on the Confirm Receipt action code, please refer to the "Confirm Receipt ('R') Action" topic that follows in this chapter.

To send a confidential message, enter a "**C**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option:  Transmit now// C <RET>  Confidential (surrogate can't
read)
Message flagged 'Confidential'

Select Message option:  Transmit now//
```

Figure 113: Designating a Message as Confidential

Simply by entering a "**C**" at the "Select Message option: Transmit now//" prompt (Figure 113), we asked MailMan to make our message confidential so that only the recipient(s) can read this message and *not* their surrogate(s), unless a surrogate trying to read the message is the same surrogate who sent it. MailMan confirmed that our message was now confidential by displaying "Message flagged 'Confidential'."

After we made the message confidential, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

If a surrogate tries to read a confidential message and they weren't the surrogate who sent it, MailMan displays a message, as shown below:

```
Select MailMan Menu Option: aml <RET>  Become a Surrogate (SHARED,MAIL or Other)
Select NEW PERSON NAME: SHARED,MAIL// blue,THOMAS E.     Read Privilege 19 New
Msgs

VA MailMan 7.1 service for BLUE.THOMAS_E+@ISC-SF.VA.GOV
 (Surrogate: MAGENTA,MICHAL)
BLUE,THOMAS E. last used MailMan: 19 Aug 98 13:13
BLUE,THOMAS E.'s current banner: "Read the Manual....Please!"
BLUE,THOMAS E. has 1 new message.


   NML    New Messages and Responses
   RML    Read/Manage Messages
   SML    Send a Message
          Query/Search for Messages
   AML    Become a Surrogate (SHARED,MAIL or Other)
          Personal Preferences ...
          Other MailMan Functions ...
          Help (User/Group Info., etc.) ...
BLUE,THOMAS E. has 1 new message.  (Last arrival: 19 Aug 98 13:17)
Select MailMan Menu Option: NML <RET>  New Messages and Responses

You have new mail in more than one basket.

Select New mail option: Read new mail by basket// LN <RET>  List all new messages

*=New/!=Priority....................Subject............Lines.From......Read/Rcvd
 * 1. IN       [1225525] 19 Aug 98 Confidential           1 FUCHSIA,GARY M.
Enter message number or command: 1
Surrogates may not read CONFIDENTIAL messages.
Press RETURN to continue:
```

This message was sent confidential so surrogates can't read it.

Figure 114: Surrogates & Confidential Messages

Recipients of a confidential message can still forward the message. However, confidential messages cannot be sent or forwarded to SHARED,MAIL. For more information on SHARED,MAIL and surrogates, please refer to Chapter 8 in this manual.

Delivery Basket Set ("D") Action

This is a new action code introduced with MailMan V. 7.1 with Patch 50. As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Delivery Basket Set action code (i.e., "D") to specify the *intended* delivery mail basket for all recipients of the message you are sending. Depending on how each recipient has set their delivery basket privileges using the Delivery Basket Edit option on the Personal Preferences menu, the message *may* or *may not* be delivered to the intended basket set by you. However, the message will still be delivered to each recipient's mailbox. The delivery basket specified remains in effect, even if a recipient forwards the message to another MailMan user.

For more information on the Delivery Basket Edit option or the Personal Preferences option, please refer to the "How to Set Your Delivery Basket Privileges" topic in Chapter 2 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."

Setting a delivery basket *overrides* any filters created by a recipient of the message. Also, if allowed by a recipient and the mail basket specified does *not* already exist, MailMan will create the new delivery mail basket for that recipient.

For more information on mail filters, please refer to Chapter 6 in this manual.

To set the delivery basket for a message, enter a "**D**" at the "Select Message option: Transmit now//" prompt, as shown below:

MailMan automatically displays this Help text.

```
Select Message option:  Transmit now// D <RET>  Delivery basket set
The delivery basket is the basket to which this message should be delivered
for all recipients (even future ones, should the message be forwarded).
Any message filters, which the recipient might have, are ignored.
If the basket does not exist, it will be created.

Note: The recipients must have chosen to allow delivery baskets by setting
ACCEPT DELIVERY BASKET? under 'Personal Preferences|Delivery Basket Edit'
to one of the following:
 YES    - If basket doesn't exist, create it, and deliver the message to it.
 EXIST  - If the basket already exists, then deliver the message to it.
          Else, just deliver the message as usual.
 SELECT - If the basket already exists AND accepts such messages,
          then deliver the message to it.
          Else, just deliver the message as usual.
If the recipient has not set this field or has set it to NO, then
the message would be delivered as usual.

Select delivery basket: ?
 Answer with BASKET
 Do you want the entire BASKET List? n <RET>   (No)
Select delivery basket: Test Messages
  Are you adding 'Test Messages' as a new BASKET? No// y <RET>   (Yes)

Select Message option:  Transmit now//
```

We chose to enter a new delivery basket.

Figure 115: Sending a Message to a Specific Delivery Basket

For this example (Figure 115), we decided to specify the delivery basket we'd like the message to be delivered to for each recipient of our message. Thus, we entered a "**D**" (Delivery Basket action code) at the "Select Message option: Transmit now//" prompt.

MailMan then displayed the description and restrictions of this option.

MailMan then asked us to specify a delivery basket. Initially we entered a question mark ("**?**") at the "Select delivery basket:" prompt in order to find out what we should enter at this prompt. MailMan indicated to us that we could enter any of our own existing mail baskets and gave us the option to display our current list of mail baskets. Since you generally send yourself a copy of your own message, MailMan asks you to choose a basket from your own list of mail baskets. In this case, we declined displaying the basket list by entering "**No**" at the "Do you want the entire BASKET List?" prompt. In this example, we decide to specify a new delivery basket (not currently in our list of mail baskets) by entering the new mail basket's name at the "Select delivery basket:" prompt (i.e., "Test Messages"). MailMan recognized this mail basket as being new and prompted us to confirm that we intended on creating a new basket. Since we did, we entered "**Yes**" at the "Are you adding 'Test Messages' as a new BASKET? No//" prompt.

ⓘ *Though a delivery basket you specify may be new to your own list of mail baskets, it might not be new for the recipients of your message.*

After MailMan created the new delivery mail basket, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

When we send (transmit) this message (Figure 115), it will be delivered according to the recipient's delivery basket privileges. Thus, if the recipient's delivery basket privileges are set to:

- **YES, ACCEPT IT**—Our message will be delivered to the basket we designated (i.e., "Test Messages"). If the recipient doesn't have a mail basket called "Test Messages," it will automatically be created and our message will be delivered to it. This setting allows senders to create a new mail basket in a recipient's mailbox.

- **NO, DON'T ACCEPT IT**—Our message will *not* be delivered to the basket we designated (i.e., "Test Messages"). If the recipient's mail filters don't automatically reroute the mail to another mail basket, it will be delivered to their "IN" basket. This setting doesn't allow senders to create a new mail basket in a recipient's mailbox.

- **EXISTING BASKETS ONLY**—If the recipient already has a mail basket called "Test Messages," our message will be delivered to it. If the recipient doesn't have a mail basket called "Test Messages" and the recipient's mail filters don't automatically reroute the mail to another mail basket, it will be delivered to their "IN" basket. This setting doesn't allow senders to create a new mail basket in a recipient's mailbox.

- **SELECTED BASKETS ONLY**—If the recipient already has a mail basket called "Test Messages" and they have chosen to allow delivery to that mail basket, our message will be delivered to it. If the recipient doesn't have a mail basket called "Test Messages" or allow delivery to that basket and the recipient's mail filters don't automatically reroute the mail to another mail basket, it will be delivered to their "IN" basket. This setting doesn't allow senders to create a new mail basket in a recipient's mailbox.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

Edit Recipients ("ER") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Edit Recipients action code (i.e., "ER") to add or remove recipients from a message you intend on sending.

The Edit Recipients action is *not* new. However, the "ER" action code is a new action code assigned to this function with Patch 50. Previously, editing the recipients of a message was accomplished by entering an "E" (edit) at the "transmit now" prompt and following the MailMan prompts to modify recipient information.

To edit the recipients of a message prior to sending it, enter an "**ER**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select MailMan Menu Option: SML <RET>  Send a Message
Subject: Sending a Message
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]==========< Sending a Message >========[ <PF1>H=Help ]====
Here I am composing a message to send to several recipients as a test.



<======T=======T=======T=======T=======T=======T=======T=          Here we are entering the
                                                                   recipients of the message.


Send mail to: BLUE,THOMAS E.//  <RET>
Select basket to send to: IN//  <RET>
And Send to: fuchsiA,GARY M.     (DUZ 9999) INFORMATION SYSTEMS CENTER
     Last used MailMan: 30 Jul 98 14:54
          On vacation 31 July through 16 August.
And Send to: orangE,SUSAN     (DUZ 7777) VERIFICATION
     Last used MailMan: 13 Aug 98 11:26

And Send to: mageNTA,MICHAL     (DUZ 8888) INFORMATION SYSTEMS CENTER
     Last used MailMan: 13 Aug 98 14:22
          The closer I get to my goal, the better my chance of discovering what
it is.     Ashley Brilliant
And Send to:  <RET>

Select Message option:  Transmit now// ER <RET>  Edit Recipients
And Send to: ??
                                                           Entering two question
                                                           marks displays our list
     Select one of the following:                         of options.

          U          User information
          G          Mail Group information
          D          Domain information
          R          Remote user information
          S          Show current recipients of this message

Enter the kind of help you'd like: S <RET>  Show current recipients of this
message

Current recipients are:
   FUCHSIA,GARY M.                          Here we chose to display our
   BLUE,THOMAS E.                           current list of recipients.
   MAGENTA,MICHAL
   ORANGE,SUSAN
Like more detail? YES// n <RET>  NO
```

Figure 116: Editing the Recipients of a Message

Figure 116 (continued):

```
     Select one of the following:

          U         User information
          G         Mail Group information
          D         Domain information
          R         Remote user information
          S         Show current recipients o      message

Enter the kind of help you'd like: ^

And Send to: -orangE,SUSAN     (DUZ 7777) VERIFICATION
     Last used MailMan: 24 Aug 98 13:23
                                                  Deleted.
And Send to: <RET>

Select Message option:  Transmit now//
```

Here we decided to remove ("minus") one of the recipients from the message.
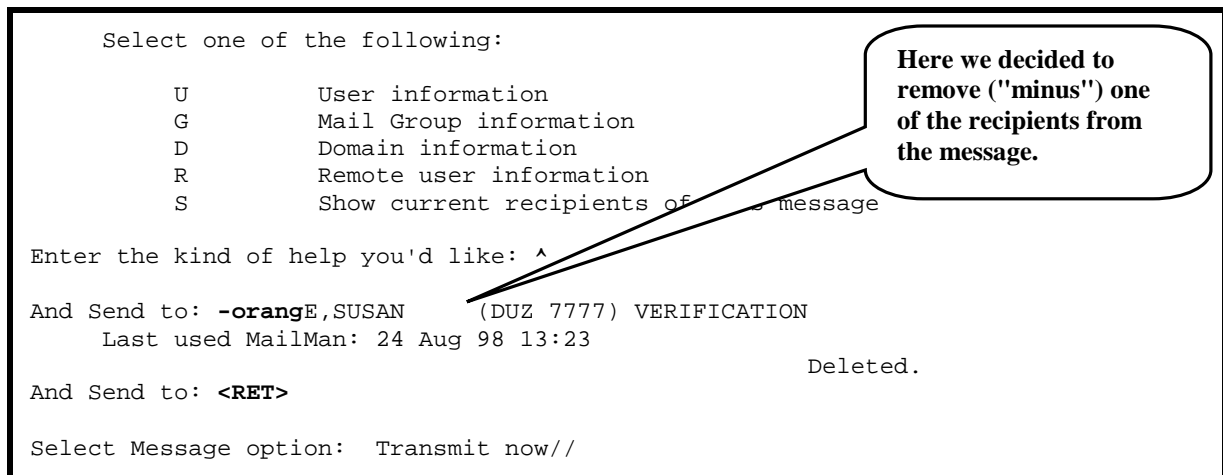
Figure 116: Editing the Recipients of a Message (continued)

After composing our subject and message (Figure 116), we decided to edit the recipients by entering an "**ER**" at the "Select Message option: Transmit now//" prompt.

MailMan then presented us with the "And Send to:" prompt where we entered two question marks ("**??**") in order to display the list of options. In this case, we wanted to see to whom we were sending this message. Thus, we wanted MailMan to "show" us a list of the current recipients of our message by entering an "**S**" at the "Enter the kind of help you'd like:" prompt.

After displaying the list of recipients, MailMan asked us if we wanted any more details. For this example, we only wanted to see a list of the recipients and didn't need any other information. Thus, we entered "**No**" at the "Like more detail? YES//" prompt.

To exit the Help list, we entered an up-arrow ("**^**" Shift-6 key on most keyboards) at the "Enter the kind of help you'd like:" prompt.

We then decided to remove one of the recipients by first typing a minus sign (hyphen) followed by the first portion of the recipient's last name (i.e., "**-ORANG**") at the "And Send to:" prompt.

For more information on entering names or DUZs, please refer to the "Address Functionality" topic previously described in this chapter.

Since we did not wish to make any other recipient changes, we pressed the Enter/Return key after the next "And Send to:" prompt.

After editing the recipients of the message, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.
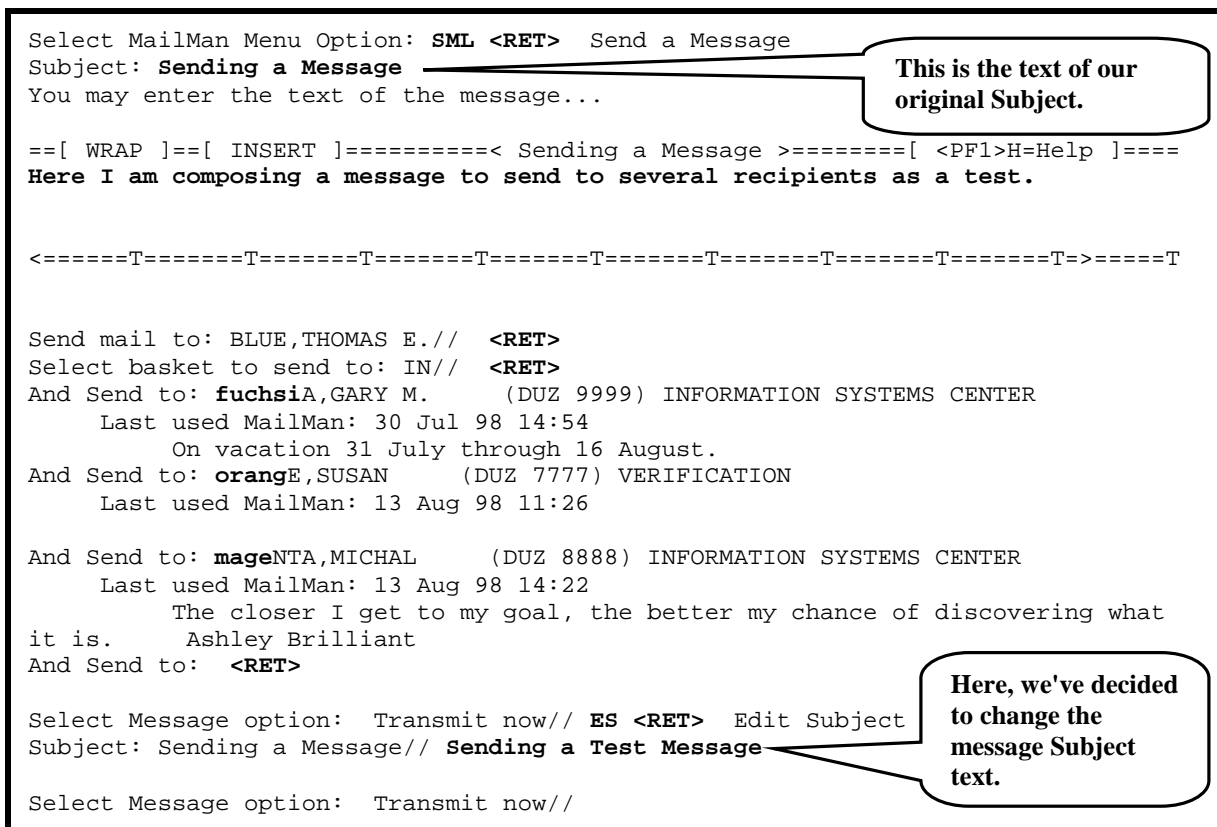
Edit Subject ("ES") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Edit Subject action code (i.e., "ES") to change the subject text of a message you intend on sending.

The subject of the message is shown whenever the message is displayed. It can be from 3 to 65 characters in length. The message subject cannot be blank. Any leading and trailing blanks are deleted. Also, any sequence of three or more blanks is reduced to two blanks. If a user enters a blank or null subject, the subject will default to "*** No Subject ***". When a message whose subject is "*** No Subject ***" is sent to a remote site, the subject transmitted (in the header record) is null. This is useful for sending a message to a list server (to join or drop a list, etc.) whose subject must be blank and whose text must contain the command to the list server.

The Edit Subject action is *not* new. However, the "ES" action code is a new action code assigned to this function with Patch 50. Previously, editing the subject of a message was accomplished by entering an "E" (edit) at the "transmit now" prompt and following the MailMan prompts to modify the message subject.

To edit the subject of a message prior to sending it, enter an "**ES**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select MailMan Menu Option: SML <RET>  Send a Message
Subject: Sending a Message                    This is the text of our
You may enter the text of the message...      original Subject.

==[ WRAP ]==[ INSERT ]==========< Sending a Message >========[ <PF1>H=Help ]====
Here I am composing a message to send to several recipients as a test.


<======T=======T=======T=======T=======T=======T=======T=======T=======T=>=====T


Send mail to: BLUE,THOMAS E.//  <RET>
Select basket to send to: IN//  <RET>
And Send to: fuchsiA,GARY M.     (DUZ 9999) INFORMATION SYSTEMS CENTER
     Last used MailMan: 30 Jul 98 14:54
          On vacation 31 July through 16 August.
And Send to: orangE,SUSAN     (DUZ 7777) VERIFICATION
     Last used MailMan: 13 Aug 98 11:26

And Send to: mageNTA,MICHAL     (DUZ 8888) INFORMATION SYSTEMS CENTER
     Last used MailMan: 13 Aug 98 14:22
          The closer I get to my goal, the better my chance of discovering what
it is.    Ashley Brilliant
And Send to:  <RET>                            Here, we've decided
                                               to change the
Select Message option:  Transmit now// ES <RET>  Edit Subject   message Subject
Subject: Sending a Message// Sending a Test Message            text.

Select Message option:  Transmit now//
```

Figure 117: Editing the Subject of a Message

After composing our subject and message (Figure 117), we decided to edit the subject again by entering an "**ES**" at the "Select Message option: Transmit now//" prompt.

MailMan then presented us with the "Subject: Sending a Message//" prompt where the current subject was shown as the default. In this case, we wanted to change the current subject "Sending a Message" to "**Sending a Test Message**." To do this, we simply entered the new text at the "Subject: Sending a Message//" prompt.

After editing the subject of the message, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.
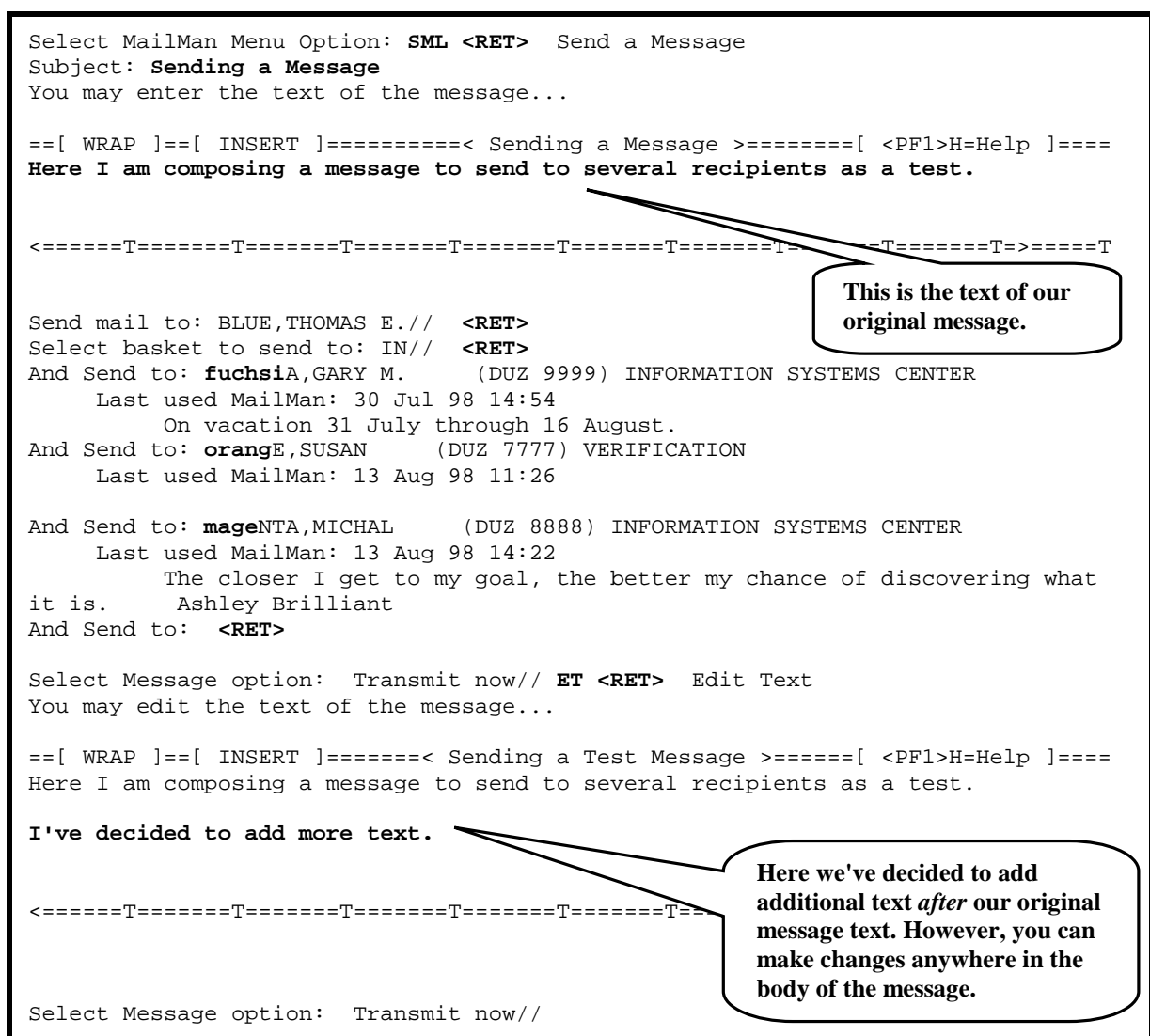
Edit Text ("ET") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Edit Text action code (i.e., "ET") to change the text (body) of the message you intend on sending. You can add to, modify, or delete any part of the text within the body of the message.

The Edit Text action is *not* new. However, the "ET" action code is a new action code assigned to this function with Patch 50. Previously, editing the text of a message was accomplished by entering an "E" (edit) at the "transmit now" prompt and following the MailMan prompts to modify the message text.

To edit the text of a message prior to sending it, enter an "**ET**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select MailMan Menu Option: SML <RET>  Send a Message
Subject: Sending a Message
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]==========< Sending a Message >========[ <PF1>H=Help ]====
Here I am composing a message to send to several recipients as a test.



<======T=======T=======T=======T=======T=======T=======T========T=======T=>=====T
```

> This is the text of our original message.

```
Send mail to: BLUE,THOMAS E.//  <RET>
Select basket to send to: IN//  <RET>
And Send to: fuchsiA,GARY M.    (DUZ 9999) INFORMATION SYSTEMS CENTER
     Last used MailMan: 30 Jul 98 14:54
         On vacation 31 July through 16 August.
And Send to: orangE,SUSAN     (DUZ 7777) VERIFICATION
     Last used MailMan: 13 Aug 98 11:26

And Send to: mageNTA,MICHAL     (DUZ 8888) INFORMATION SYSTEMS CENTER
     Last used MailMan: 13 Aug 98 14:22
         The closer I get to my goal, the better my chance of discovering what
it is.     Ashley Brilliant
And Send to:  <RET>

Select Message option:  Transmit now// ET <RET>  Edit Text
You may edit the text of the message...

==[ WRAP ]==[ INSERT ]=======< Sending a Test Message >======[ <PF1>H=Help ]====
Here I am composing a message to send to several recipients as a test.

I've decided to add more text.
```

> Here we've decided to add additional text *after* our original message text. However, you can make changes anywhere in the body of the message.

```
<======T=======T=======T=======T=======T=======T==

Select Message option:  Transmit now//
```

Figure 118: Editing the Text of a Message

After composing our subject and message (Figure 118), we decided to edit the text again by entering an "**ET**" at the "Select Message option: Transmit now//" prompt.

MailMan automatically placed us into our editor where we could modify the message text. After editing the text, we saved our changes and closed the editor.

After editing the message text, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

Information Only ("I") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Information Only action code (i.e., "I") to send a message as Information Only. Sending a message Information Only prevents all recipients from replying to your message. This is a toggle action code. If you enter "I" again, the message will no longer be Information Only.

Please note that designating a recipient as "Information Only" is a MailMan-specific capability that is not recognized by other non-MailMan systems. Therefore, any"Information Only" designation is ignored when sending a message to a non-MailMan sytem (e.g., Microsoft Exchange or Outlook).

The Information Only action is *not* new. However, the "I" action code is a new action code assigned to this function with Patch 50. Previously, making a message Information Only was accomplished by entering an "E" at the "transmit now" prompt and following the MailMan prompts to make the message Information Only.

To send a message Information Only, enter an "**I**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option:  Transmit now// I <RET>  Information only (recipients may
not respond)
Message flagged 'Information only'

Select Message option:  Transmit now//
```

Figure 119: Designating a Message as Information Only

Simply by entering an "**I**" at the "Select Message option: Transmit now//" prompt (Figure 119), we asked MailMan to make our message Information Only so none of the recipient(s) can reply to this message.

MailMan confirmed that our message was now Information Only by displaying "Message flagged 'Information only'."

After designating the message as Information Only, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

In addition to making the entire message Information Only, you can also send a message as Information Only to just one individual recipient. During the addressing portion of the message for a recipient, by specifying "I:xxx" (where "xxx" represents the recipient's name) at the "And Send to:" prompt, you are telling MailMan to deliver the message to this individual recipient as Information Only, as shown below:

```
And Send to: I:fuchsiA,GARY M.      (DUZ 9999) INFORMATION SYSTEMS CENTER
      Last used MailMan: 25 Aug 98 11:19
          If wishes were horses, beggars would ride.
And Send to:

Select Message option:  Transmit now//
```

Figure 120: Sending a Message to One Recipient as Information Only

As you can see in this example (Figure 120), during the addressing portion of our message, we entered "**I:fuchsi**" at the "And Send to:" prompt. This tells MailMan that we want to send our message to this particular recipient (i.e., "FUCHSIA,GARY M.") as "Information Only." Thus, he will not be able to respond to this message. However, all other recipients will *not* receive this message as Information Only and will be able to respond to the message.

Transmit Later ("L") Action

The Transmit Later (L) Action or Deferred Send is a new action code introduced with MailMan V. 7.1 with Patch 50. As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Transmit Later action code (i.e., "L") to send a message to all recipients at a later specified date and time (up to one year). This action code uses TaskMan to schedule the delivery of the "latered" or deferred message. You would use this action code *after* you've taken all other actions on your message.

To send a message at a later date and time, enter an "**L**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option:  Transmit now// L <RET>  Transmit later
Enter Date@time at which to send this message:  (8/13/98 - 8/13/99): ??

Examples of Valid Dates:
   JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
   T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7, etc.
   T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
  assumes no more than 20 years in the future, or 80 years in
  the past.

If the date is omitted, the current date is assumed.
Follow the date with a time, such as JAN 20@10, T@10AM, 10:30, etc
You may enter NOON, MIDNIGHT, or NOW to indicate
the time.

Enter Date@time at which to send this message:      8/13/98 - 8/13/99):
8/17/98@8:00AM <RET>  (AUG 17, 1998@08:00)
  Latering ... Latered (Task #1620213)
```

These are the valid VA FileMan dates and times.

Here, we've "latered" the sending of the message for 8/17/98 at 8:00 a.m.

Figure 121: Sending a Message at a Later Date and Time

As you can see from this example (Figure 121), we wanted to defer the delivery of this message to all recipients by entering an "**L**" (transmit later) at the "Select Message option: Transmit now//" prompt.

We then entered two question marks ("**??**") at the "Enter Date@time at which to send this message: (8/13/98 - 8/13/99):" prompt in order to see the valid VA FileMan date and time formats we can enter.

All VA FileMan dates are Year 2000 (Y2K) compliant.

You'll notice that the default response allows a date up to one year from the date and time you are sending this message (i.e., 8/13/98 - 8/13/99). In this case (Figure 121), we chose to have our message sent to all recipients on August 17, 1998 at 8:00 a.m. Thus, we entered "**8/17/98@8:00AM**" at the "Enter Date@time at which to send this message: (8/13/98 - 8/13/99):" prompt. MailMan accepted our date and displayed the date the message would be delivered to all recipients (i.e., AUG 17, 1998@08:00).

MailMan also indicated the TaskMan task number that would process our message's later delivery (i.e., Task #1620213).

We do not see the MailMan internal message identification number (the number displayed in brackets when you send a message), because the message won't actually be created until the task runs on the date and time we specified.

Before the task runs, we can use the TaskMan options to change the task run date or time, and thus, the date and time the message would be delivered. Also, unlike the Post Office, we can stop the task entirely, and thus, stop the message from being delivered to the recipients.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

In order to display information about the scheduled task, we can use our Toolbox menu options (i.e., TBOX) by entering "**tbox**" at the "Select MailMan Menu Option:" prompt, as shown below:

```
    NML    New Messages and Responses
    RML    Read/Manage Messages
    SML    Send a Message
           Query/Search for Messages
    AML    Become a Surrogate (SHARED,MAIL or Other)
           Personal Preferences ...
           Other MailMan Functions ...
           Help (User/Group Info., etc.) ...

Select MailMan Menu Option: tbox <RET>  User's Toolbox

           Display User Characteristics
           Edit User Characteristics
           Electronic Signature code Edit
           Menu Templates ...
           Switch UCI
           TaskMan User
           User Help

Select User's Toolbox Option: taskman User


Select TASK: 1620213 <RET> MailMan: Send Message Later

               Taskman User Option

                   Display status.
                   Stop task.
                   Edit task.
                   Print task.
                   List own tasks.
                   Select another task.

               Select Action (Task # 1620213): disp <RET> Display status

 1620213: LATER^XMXSEND, MailMan: Send Message Later.  No device.  ISC,ISC.
          From TODAY at 14:11,  By you.  Scheduled for 8/17/98 at 8:00
```

After entering "TBOX" at the MailMan menu prompt, MailMan displayed our Toolbox menu options.

After entering "TaskMan" at the Toolbox prompt and then the task number, MailMan displayed our TaskMan User Option menu.

Here MailMan displayed our task information.

Figure 122: Deferred Send Task Information

Since we wanted to display information about our scheduled task (Figure 122), we needed to access the TaskMan User Option menu. Thus, after choosing our Toolbox menu, we entered "**taskman**" at the "Select User's Toolbox Option:" prompt.

MailMan then asked us to enter the task number. We entered the task number displayed when we "latered" the message (i.e., "**1620213**," Figure 121).

MailMan displayed the TaskMan User Option menu. For this example, we wanted to display information about the task so we chose the Display status option. Thus we entered "**disp**" after the "Select Action (Task # 1620213):" prompt.

MailMan indicated the scheduled date and time that the task would run. This matched the "latered" date and time we had set to send the message (i.e., "8/17/98 at 8:00").

Before the task runs, we can also modify the task through the TaskMan User Option menu, as shown below:

```
            Taskman User Option

                Display status.                 ⎧ Here we've decided to edit the
                Stop task.                       ⎨ task.
                Edit task.                       ⎩
                Print task.
                List own tasks.
                Select another task.

            Select Action (Task # 1620213): edit <RET>  Edit task.

Before you edit the task I must unschedule it, is this okay? YES// <RET>
Task ready for editing.

Currently, this task does not request an output device.
Do you want to change the output device for this task? NO// <RET>

When should this task run?:  AUG 17, 1998@08:00// 8/17/98@9:00 <RET> (AUG 17,
1998@09:00:00)

Task's purpose: MailMan: Send Message Later  Replace <RET>
                                                       ⎧ Here we've changed the
1620213: MailMan: Send Message Later.  No output device.⎨ task's run time so that
Next run time: AUG 17, 1998@09:00.                      ⎨ the task will now run
                                                       ⎩ one hour later.
Shall I reschedule this task as shown? YES// <RET>
Task rescheduled.
```

Figure 123: Modified the Task Run Date and Time

In this example (Figure 123), we used the Edit task option to change the task's run date and time from 8/17/98 at 8:00 a.m. to 8/17/98 at 9:00 a.m. (a difference of one hour). Thus, the message will now be delivered one hour later from the original time we set when we "latered" the message (Figure 121).

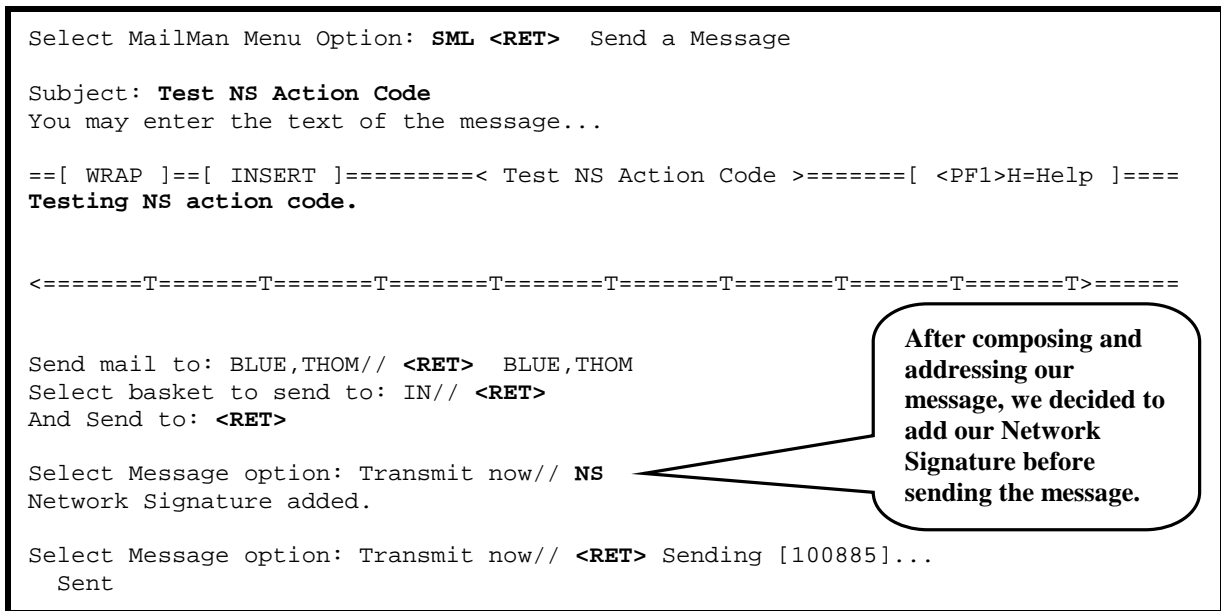You'll notice that we can also stop the task altogether via the Stop task option.

For more information on TaskMan and the Toolbox options, please refer to the "Kernel V. 8.0 Systems Manual."

Network Signature ("NS") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Network Signature action code (i.e., "NS") to append a Network Signature to a message before you send it. This is not a toggle, MailMan will add your network signature to the message every time you invoke the NS command. This functionality was introduced with MailMan Patch XM*7.1*110.

To add a Network Signature to a message prior to sending it, enter an "**NS**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select MailMan Menu Option: SML <RET>  Send a Message

Subject: Test NS Action Code
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]=========< Test NS Action Code >=======[ <PF1>H=Help ]====
Testing NS action code.


<=======T=======T=======T=======T=======T=======T=======T=======T=======T>======

                                                        After composing and
                                                        addressing our
Send mail to: BLUE,THOM// <RET>  BLUE,THOM              message, we decided to
Select basket to send to: IN// <RET>                   add our Network
And Send to: <RET>                                     Signature before
                                                       sending the message.
Select Message option: Transmit now// NS
Network Signature added.

Select Message option: Transmit now// <RET> Sending [100885]...
  Sent
```

Figure 123a: Adding a Network Signature to a Message Before Sending It

After composing our subject and message (Figure 123a), we decided to add our Network Signature to our message text by entering an "**NS**" at the "Select Message option: Transmit now//" prompt.
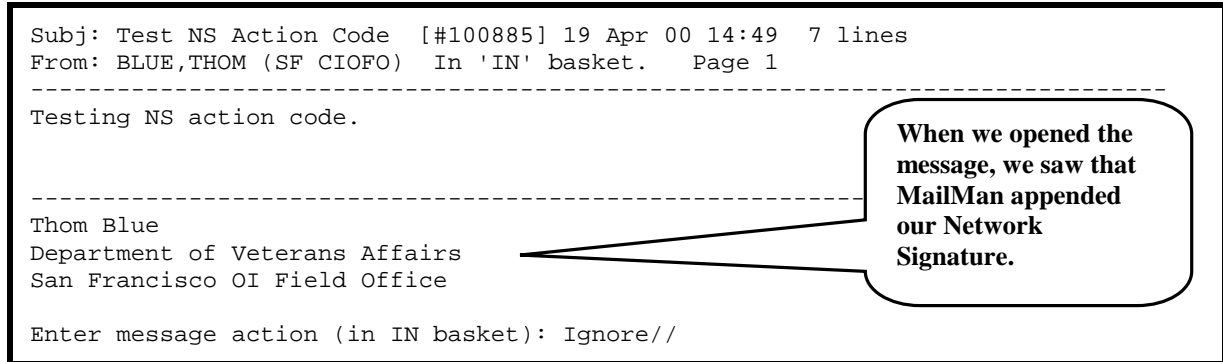
MailMan automatically appended our Network Signature at the end of the text we entered. It has been added to the bottom of our message separated by a dashed line. MailMan confirmed that the Network Signature was added by displaying "Network Signature added."

You can use the Edit Text command ("ET") to further edit the message and move the Network Signature to any location within the body of the message. For more information on the Edit Text command ("ET"), please refer to the "Edit Text ("ET") Action" topic previously described in this chapter.

After editing the message text, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it. If we entered another "NS" command at the send message action prompt, MailMan would add a second copy of our Network Signature.

To see how the message appears to our message recipient(s) after our Network Signature was added, we opened/read the message, as shown below:

```
Subj: Test NS Action Code  [#100885] 19 Apr 00 14:49  7 lines
From: BLUE,THOM (SF CIOFO)  In 'IN' basket.   Page 1
-------------------------------------------------------------------------------
Testing NS action code.
                                              When we opened the
                                              message, we saw that
                                              MailMan appended
    -----------------------------------------our Network
Thom Blue                                     Signature.
Department of Veterans Affairs
San Francisco OI Field Office

Enter message action (in IN basket): Ignore//
```

Figure 123b: Reviewing the Appended Network Signature Added to a Message

As you can see in Figure 123b, our three-line Network Signature was added following our message text and was separated from the text by a dashed line (also generated by MailMan).

For more information on the Network Signature, please refer to the "Network Signature" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."

Priority Delivery ("P") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Priority Delivery action code (i.e., "P") to send a message as priority. This is a toggle action code. If you enter "P" again, the message will *not* be sent as priority.

MailMan allows users to send a message as priority mail. By sending mail priority, the sender indicates the message is very important and should take precedence over any other mail in another recipient's mailbox. Because of that, MailMan notifies recipients when they have priority mail and highlights that mail in their list of messages (i.e., places an exclamation point to the left of each priority message).

The priority flag is the exclamation point ("!"). Prior to Patch 50, it used to be a plus sign ("+").

MailMan also provides recipients with the ability to control how responses to priority mail are handled through the PRIORITY RESPONSES FLAG and the PRIORITY RESPONSES PROMPT fields in the User Options Edit option.

For more information on priority messages, please refer to the "How to List All of Your Priority Messages" topic in Chapter 1 in this manual.

Also, for more information on the PRIORITY RESPONSES FLAG and the PRIORITY RESPONSES PROMPT fields in the User Options Edit option, please refer to the "Priority Responses" topic in Chapter 3 in the "MailMan V. 7.1 & Patch XM*7.1*50 Getting Started Manual."

To send a priority message, enter a "**P**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option:  Transmit now// P <RET>  Priority Delivery
Message flagged 'Priority'

Select Message option:  Transmit now//
```

Figure 124: Sending a Priority Message

Simply by entering a "**P**" at the "Select Message option: Transmit now//" prompt (Figure 124), we asked MailMan to make our message priority. Thus, this message will be highlighted as a priority message in each recipient's mailbox.

MailMan confirmed that our message was now priority by displaying "Message flagged 'Priority'."

After designating the message as priority, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

Confirm Receipt ("R") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Confirm Receipt action code (i.e., "R") to have MailMan notify you (confirm) when each recipient has opened your message. Unfortunately, however, we can't guarantee that every recipient will actually *read* your message! This is a toggle action code. If you enter "R" again, you will *not* receive a confirm receipt.

The Confirm Receipt action is *not* new. However, the "R" action code is a new action code assigned to this function with Patch 50. Also, this action code includes new functionality. You can now request a Confirm Receipt from recipients at remote locations as well as from local recipients.

```
Select Message option:  Transmit now// R <RET>  Confirm receipt
Message flagged 'Confirm Receipt Requested'

Select Message option:  Transmit now//
```

Figure 125: Requesting a Confirmation When Sending a Message

Simply by entering an "**R**" at the "Select Message option: Transmit now//" prompt (Figure 125), we asked MailMan to send us a confirmation when our message is opened/read by each recipient.

MailMan confirmed that we wanted a message confirmation receipt by displaying "Message flagged 'Confirm Receipt Requested'."

After requesting a confirmation receipt, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

The following figure (Figure 126), shows you what a confirmation receipt looks like:

```
Subj: Confirmation of message  [#1225084] 17 Aug 98 06:42  1 line
From: FUCHSIA,GARY M. - PROGRAMMER   (San Francisco CIO Field Office)
In 'IN' basket.   Page 1  *New*
--------------------------------------------------------
Your message 'Test' has been read by FUCHSIA,GARY M..

Enter message action (in IN basket): IGNORE//
```

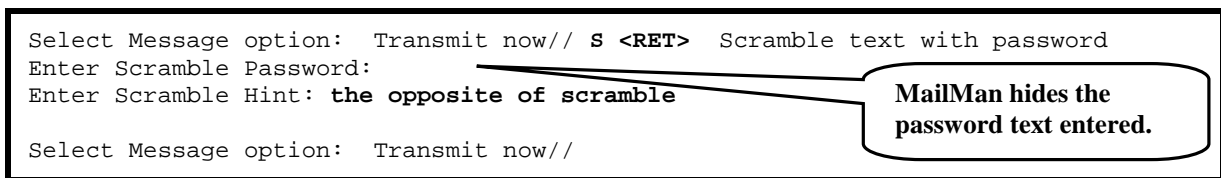> MailMan lets you know your message has been opened.

Figure 126: Sample Confirmation Message

Scramble ("S") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Scramble action code (i.e., "S") to have MailMan scramble (encode) your message so only those recipients who know the password can unscramble (decode) your message. You may decide to send a message as scrambled for security or privacy reasons.

Simply by entering an "**S**" at the "Select Message option: Transmit now//" prompt (Figure 127), we asked MailMan to scramble (encode) our message to all recipients, as shown below:

```
Select Message option:  Transmit now// S <RET>  Scramble text with password
Enter Scramble Password:
Enter Scramble Hint: the opposite of scramble           MailMan hides the
                                                        password text entered.
Select Message option:  Transmit now//
```

Figure 127: Scramble a Message When Sending It.

MailMan first prompted us to enter the Scramble Password. For this example, we entered a password of "**unscramble**" at the "Enter Scramble Password:" prompt. The password *must* be from 3 to 20 characters in length and it is *not* case sensitive. You must enter the password fairly quickly or MailMan will abort the process for security reasons. As with your Access and Verify codes when logging on to MailMan, MailMan did *not* display our password entry as we typed.
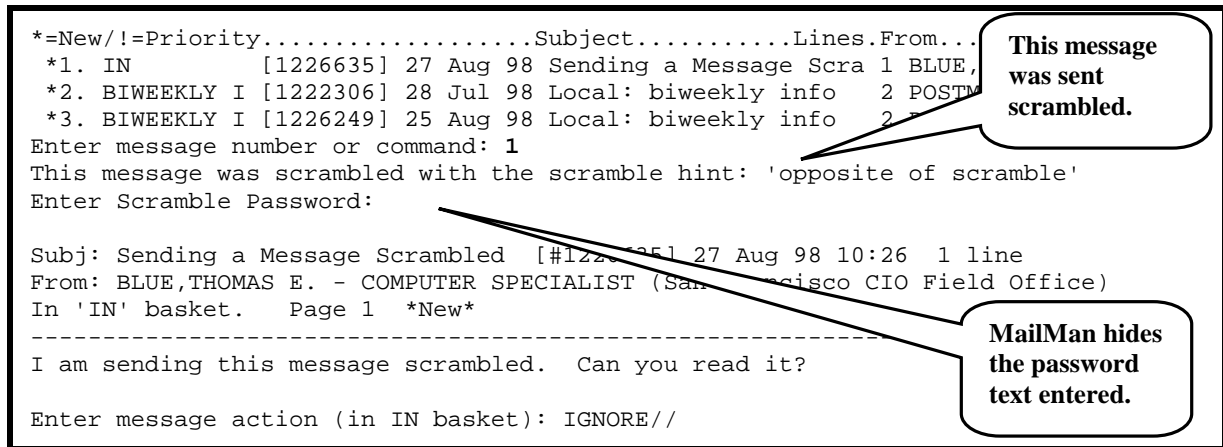
MailMan then prompted us to enter a "Scramble Hint" to help the recipient determine the password to unscramble our message. In this case, we entered "**the opposite of scramble**" at the "Enter Scramble Hint:" prompt. The "Scramble Hint" *must* be from be from 1 to 40 characters in length. Thus, our "Scramble Hint" should help the recipient decipher our password so they can unscramble our message.

After scrambling the message, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

ⓘ   *For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.*

When the recipient receives a scrambled message, MailMan will prompt them for the password to unscramble the message so they can read it, as shown below:

```
*=New/!=Priority.................Subject..........Lines.From...│ This message
 *1. IN        [1226635] 27 Aug 98 Sending a Message Scra 1 BLUE,│ was sent
 *2. BIWEEKLY I [1222306] 28 Jul 98 Local: biweekly info   2 POSTM│ scrambled.
 *3. BIWEEKLY I [1226249] 25 Aug 98 Local: biweekly info   2
Enter message number or command: 1
This message was scrambled with the scramble hint: 'opposite of scramble'
Enter Scramble Password:

Subj: Sending a Message Scrambled  [#1226635] 27 Aug 98 10:26  1 line
From: BLUE,THOMAS E. - COMPUTER SPECIALIST (San Francisco CIO Field Office)
In 'IN' basket.   Page 1  *New*            │ MailMan hides
------------------------------------------------------│ the password
I am sending this message scrambled.  Can you read it? │ text entered.

Enter message action (in IN basket): IGNORE//
```

Figure 128: Unscrambling a Message

We sent a scrambled message (i.e., message #1) to another recipient. When the recipient tried to read the scrambled message (Figure 128), MailMan informed them that the message was scrambled and that they must enter the correct password in order to unscramble the message.

MailMan also displayed the "Scramble Hint" we entered when we originally created the scrambled message ("opposite of scramble" Figure 127). In this case, the recipient was able to decipher the password from our "Scramble Hint" (i.e., "opposite of scramble = unscramble"). Thus, they entered "**unscramble**" at the "Enter Scramble Password:" prompt. As with your Access and Verify codes when logging on to MailMan, MailMan did *not* display the password entry as they typed.

MailMan accepted the password, unscrambled the message, and displayed it to the recipient.

Transmit Now ("T") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Transmit Now action code (i.e., "T") to have MailMan send your message to all recipients. You would use this action code *after* you've taken all other actions on your message.

To send the message now, enter a "**T**" or press the Enter/Return key to accept the "**Transmit now**" default at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option:  Transmit now// <RET>  Sending [1224710]...
  Sent
```

Figure 129: Sending a Message Immediately

As you can see from this example (Figure 129), to transmit your message to all recipients, you can do either of two things:

- **Press the Enter/Return key**—Press the Enter/Return key at the "Select Message option: Transmit now//" prompt to accept the "**Transmit now**" default response.

- **Enter a "T"**—Enter a "**T**" (Transmit) at the "Select Message option: Transmit now//" prompt.

MailMan automatically gives the message an internal message identification number and puts the message in the delivery queue to be delivered to the recipients.

MailMan will then notify you that the message has been sent.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

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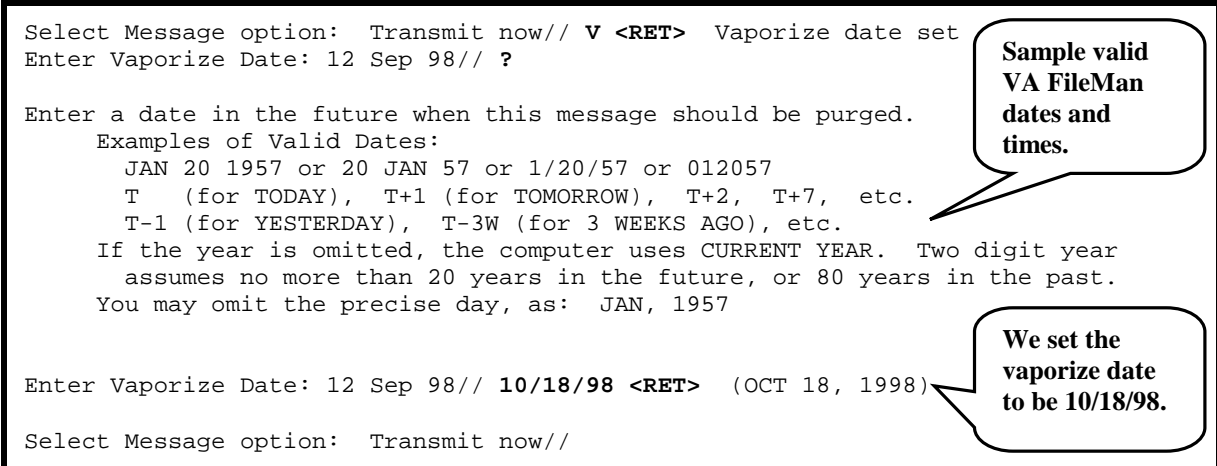
Vaporize Date Set ("V") Action

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), effective with MailMan V. 7.1 with Patch 50, you can use the Vaporize Date Set action code (i.e., "V") to set a specified date and time for a message to be deleted ("vaporized") from each recipient's mailbox. Previously, only certain broadcast messages had vaporize dates. Thus, MailMan V. 7.1 with Patch 50 gives *all* senders of messages the ability to set a Vaporize Date for a message.

For example, set a Vaporize Date for a message, if you are sure that the message is only needed until a certain date. MailMan will automatically remove it from the basket it is in at that date.

As MailMan delivers the message with a Vaporize Date into each recipient's mail basket, MailMan sets the AUTOMATIC DELETION DATE (i.e., vaporize date) for the message. However, recipients are free to edit the AUTOMATIC DELETION DATE.

Also, a message that is scheduled for vaporization (either by you or by MailMan during the IN-BASKET PURGE) will vaporize on the scheduled date. Previously, it wouldn't vaporize until the IN BASKET PURGE ran again.

To set a "Vaporize Date" for a message, enter a "**V**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option:  Transmit now// V <RET>  Vaporize date set
Enter Vaporize Date: 12 Sep 98// ?                            Sample valid
                                                             VA FileMan
Enter a date in the future when this message should be purged.   dates and
     Examples of Valid Dates:                                  times.
       JAN 20 1957 or 20 JAN 57 or 1/20/57 or 012057
       T   (for TODAY),  T+1 (for TOMORROW),  T+2,  T+7,  etc.
       T-1 (for YESTERDAY),  T-3W (for 3 WEEKS AGO), etc.
     If the year is omitted, the computer uses CURRENT YEAR.  Two digit year
       assumes no more than 20 years in the future, or 80 years in the past.
     You may omit the precise day, as:  JAN, 1957

                                                             We set the
                                                             vaporize date
Enter Vaporize Date: 12 Sep 98// 10/18/98 <RET>  (OCT 18, 1998)  to be 10/18/98.

Select Message option:  Transmit now//
```

Figure 130: Sending a Message With a Vaporize Date

After we chose to set a vaporize date for our message, MailMan prompted us to enter a date and/or time. In this case (Figure 130), we entered a question mark ("**?**") at the "Enter Vaporize Date: 12 Sep 98//" prompt in order to see the valid VA FileMan date and time formats we can enter.

i *All VA FileMan dates are Year 2000 (Y2K) compliant.*

As a default, MailMan will set the Vaporize Date one month into the future. Since we were sending this message on August 12, 1998, MailMan set the default Vaporize Date to September 12, 1998.

We decided to set this message to automatically be deleted ("vaporized") from recipients' mailboxes on October 18, 1998 by entering "**10/18/98**" at the "Enter Vaporize Date: 12 Sep 98//" prompt. MailMan confirmed this date by displaying "OCT 18, 1998" after our entry.

After setting the message to vaporize, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.

Here's a tip—If you are sending a general message to all users advising them about a temporary event (e.g., system downtime, building fire alarm test, etc.), set the message to "vaporize" after the prescribed time has past. That way, all recipients of your message who have not yet read their mail will not be bothered with an "old" message that is no longer pertinent, since it will have already been deleted (vaporized).

Closed Message ("X") Action (Toggle)

As you can see from the list of action codes associated with sending a message (Table 4 in this chapter), you can use the Closed Message action code (i.e., "X") to prevent recipients of your message from forwarding that message on to other recipients not originally included. This is a toggle action code. If you enter "X" again, the message will no longer be closed.

The Closed Message action is *not* new. However, the "X" action code is a new action code assigned to this function with Patch 50. Previously, making a message closed was accomplished by entering an "E" at the "transmit now" prompt and following the MailMan prompts to make the message closed.

To make a message "closed," enter an "**X**" at the "Select Message option: Transmit now//" prompt, as shown below:

```
Select Message option:  Transmit now// X <RET>  Closed Message (no forward
allowed)
Message flagged 'Closed'

Select Message option:  Transmit now//
```

Figure 131: Sending a Closed Message

Simply by entering an "**X**" at the "Select Message option: Transmit now//" prompt (Figure 131), we asked MailMan to make our message closed so that none of the recipient(s) can forward this message to others.

MailMan confirmed that our message was now closed by displaying "Message flagged 'Closed'."

After designating the message as closed, MailMan returned us to the send message action prompt where we could take any additional actions on this message before sending it.

For the preliminary steps of creating a new message prior to the "Select Message option: Transmit now//" prompt (i.e., subject, message text, address information), please refer to the "SML—Send a Message Option" topic and Figure 97 previously described in this chapter.
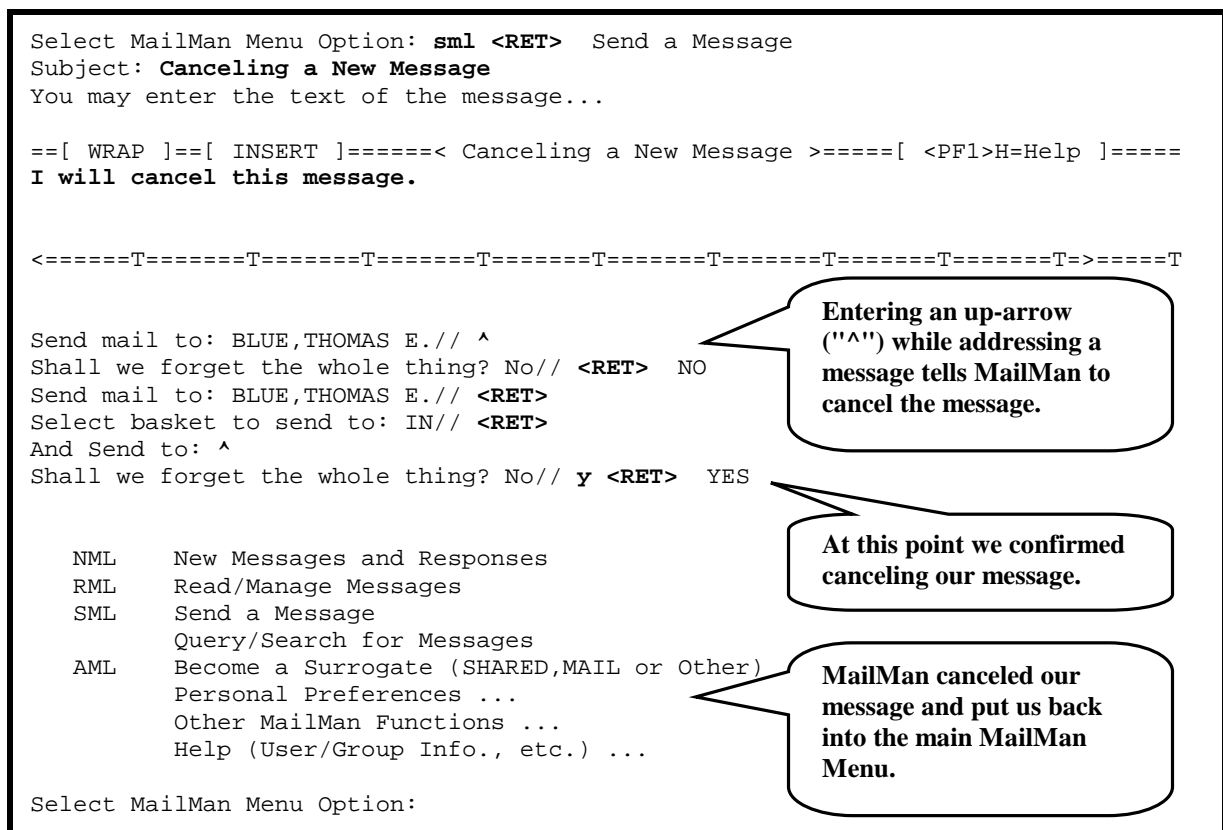
Canceling a Message ("**^**")

You can cancel a message before you send it by entering an up-arrow ("**^**" Shift-6 key on most keyboards) at any of the following Send a Message option [synonym SML] prompts:

- **Subject:**—If you cancel at this prompt, MailMan returns you to the main MailMan Menu.

- **Send mail to: xxx// (where xxx represents the sender's name, default)**—If you cancel at this prompt, MailMan will ask you to confirm the cancellation (functionality introduced with MailMan V. 7.1 with Patch 50). If you answer "Yes," MailMan returns you to the main MailMan Menu. If you answer "No," MailMan continues with the Send a Message option.

- **And Send to:**—If you cancel at this prompt, MailMan will ask you to confirm the cancellation (functionality introduced with MailMan V. 7.1 with Patch 50). If you answer "Yes," MailMan returns you to the main MailMan Menu. If you answer "No," MailMan continues with the Send a Message option.

- **Select Message option: Transmit now//**—If you cancel at this prompt, MailMan returns you to the main MailMan Menu.

The following example shows you a sample cancellation while addressing a message:

```
Select MailMan Menu Option: sml <RET>  Send a Message
Subject: Canceling a New Message
You may enter the text of the message...

==[ WRAP ]==[ INSERT ]======< Canceling a New Message >=====[ <PF1>H=Help ]=====
I will cancel this message.



<======T=======T=======T=======T=======T=======T=======T=======T=======T=>=====T



Send mail to: BLUE,THOMAS E.// ^
Shall we forget the whole thing? No// <RET>  NO
Send mail to: BLUE,THOMAS E.// <RET>
Select basket to send to: IN// <RET>
And Send to: ^
Shall we forget the whole thing? No// y <RET>  YES


   NML    New Messages and Responses
   RML    Read/Manage Messages
   SML    Send a Message
          Query/Search for Messages
   AML    Become a Surrogate (SHARED,MAIL or Other)
          Personal Preferences ...
          Other MailMan Functions ...
          Help (User/Group Info., etc.) ...

Select MailMan Menu Option:
```

Entering an up-arrow ("^") while addressing a message tells MailMan to cancel the message.

At this point we confirmed canceling our message.

MailMan canceled our message and put us back into the main MailMan Menu.

Figure 132: Canceling a Message Before Sending It

In this example (Figure 132), after choosing to send a message, we created the subject and text of the message. When MailMan prompted us to address the message, we thought about canceling the message by entering an up-arrow ("**^**" Shift-6 key on most keyboards) at the "Send mail to: BLUE,THOMAS E.//" prompt.

MailMan then asked us to confirm our cancellation. Upon second thought, we decided to continue with the addressing, so we answered "**No**" by pressing the Enter/Return key to accept the default response at the "Shall we forget the whole thing? No//" prompt.

After we sent the message to ourselves and accepted the "**IN**" mail basket, MailMan prompted us to enter additional recipients. Here, again, we decided to cancel our message so we entered another up-arrow at the "And Send to:" prompt.

Again, MailMan asked us to confirm the cancellation. In this case, we verified that we did want to cancel the message by entering "**Yes**" at the "Shall we forget the whole thing? No//" prompt.

MailMan cancelled the message and put us back at the main MailMan Menu for other actions, if any.

Here's a tip—If you can't complete a message but will want to continue it later, send the message to yourself. Later, you can use the Read/Manage Messages option [synonym RML] to select the unfinished message. You can then use the edit action codes to complete your message and then forward it on to your recipients.